



- Designer Checklist/Client Interview

DATE: _____ / _____ / _____
Client: _____ Phone: _____
PROPERTY ADDRESS: _____
CONSULTANT (S): _____

CLIENT

CLIENT UNDERSTANDING OF PERMACULTURE/FARM PLANNING:

OCCUPANCY (YEARS TO DATE AND FUTURE PLANS):

NO. OF PEOPLE ON SITE:

AGE (S):

OCCUPATION (S):

EATING HABITS:

LIKES, DISLIKES AND ALLERGIES:

ROUTINE HABITS:

LIFESTYLE - CURRENT AND DESIRED:

TIME TO SPEND ON SITE - CURRENT AND FUTURE:

BUDGET FOR SITE:

SKILLS:

DISABILITY (S):

CLIENT WANTS AND NEEDS

OVERALL VISION FOR SITE

PRIORITISE GOALS:

SHORT AND LONG RANGE PRIORITIES:

PRIORITISE CONCERNS (SPOUSE, RAINFALL):

SPECIFY WANTS AND NEEDS:

LEVEL OF FOOD SELF RELIANCE -

SITE OVERVIEW

PROPERTY SIZE:

PROPERTY TENURE (ZONING, EASEMENTS, LOCAL COUNCIL):

OTHER PLANS ETC:

ON SITE RESOURCES (WIND, WATER, LIGHT, CARBON, BUILDINGS):

HOUSE AND BUILDING FOOTPRINT:

VEHICLE NEEDS:

PLANNING FOR CATASTOPHY:

LIST OF PLANS, MAPS AND DRAWINGS:

HISTORY OF LAND USE:

KNOWN LAND ISSUES (EROSION, FLOODING):

PRIVACY CURRENT/DESIRED:

NEIGHBOR AND ADJOINING LAND LIMITATIONS:

SITE SPECIFICS

LATITUDE AND CLIMATE ZONE:

ELEVATION:

SLOPE ORIENTATION AND SOLAR ACCESS:

VEWS:

CONTOURS AND LANDFORMS:

MICRO CLIMATES:

WATER RIGHTS - SOURCES AND STORAGES:

WATER QUALITY AND SEASONALITY:

RAINFALL:

WATER TABLE:

FROST AND HEATWAVE TIMINGS (MAX MIN TEMPS):

DAYS OF DROUGHT (NO RAINFALL BETWEEN):

SUNNY AND CLOUDY DAYS:

WATER CATCHMENTS AND SIZES:

WIND (DIRECTION, SPEED, TEMP):

EROSION AND LAND DAMAGE:

LAND USE PATTERNS:

SOIL TYPES:

MINERAL AND SOIL LIFE TESTS:

DRAINAGE/ADSORPTION RATES:

VEGETATION (FLORA, % FORESTED, NATIVES, EXOTICS, CONCERNS):

GARDENS

ORCHARDS:

TREE CROPS:

FORESTRY:

VINES:

OTHER CROPS:

HABITATION (FAUNA, NATIVE, EXOTIC, PESTS, PREDATORS):

LIVESTOCK:

PETS:

AQUATICS:

SITE ACCESS (ROADS, FENCING, PATHWAYS)

FENCING (FIXED, PORTABLE, NEIGHBOURS):

FEATURES (ROCK, WATER FALLS, FOREST, SACRED SITES)

HOUSE DESIGN:

BUILDING DESIGN:

ONSITE UTILITIES:

SITE RESOURCES:

OPPORTUNITIES

LOCAL RESOURCES(PEOPLE, MARKETS, SERVICES, PLANTS, BUILDING MATERIALS):

LOCAL UTILITIES:

ONSITE UTILITIES:

SOCIAL SYSTEMS (LIMITING OR ENABLING)

This section is mainly for designing for groups and organisations. Consider and note some of the following to create appropriate designs for the system

Organizational Structure

- a. What is the present hierarchy?
- b. What is the current decision making process?
- c. What binding community agreements are present?
- d. What communication channels are being employed?
- e. What financial and legal structures or agreements are committed to?

Organizational Behavior

- f. What is the overall company culture?
- g. Are there reward systems in place?
- h. How are employees motivated currently?
- i. What ethical basis is currently in place?
- j. How is employee stress being lessened?
- k. What employee outlets are there for expressing creativity?
- l. How are teams managed?
- m. What internal communication techniques are being used?
- n. How is power being wielded currently?
- o. What strategies are being used for conflict reduction and management?
- p. How do individuals express leadership?
- q. What artifacts currently represent the company culture?
- r. How is organizational change handled?

Management

- s. What planning process is currently used?
- t. What mission and/or vision statements are in place
- u. What yearly goals are articulated?
- v. What business plans or enterprise budgets are available?
- w. What does a SWOT analysis look like for the project?
- x. How is Human Resources Management currently conducted?
- y. How is employee fear and resistance handled?
- z. What values, attitudes, and behavior are sought after in employees?