

## SCOPE OF SERVICES OF CONSULTING VM

No	Stage	Pre-Study	Study	Post Study
1	Initial & Planning	<ul style="list-style-type: none"> <li>• Data collections and analysis</li> <li>• Liason with relevant parties involved in Project Budget, Planning and other</li> <li>• Confirming venues, participants and set agendas, duration and</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing project vision, mission, objectives, programmes and activities</li> <li>• Validate Project Brief</li> <li>• Finalise Programmes and schedules</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of VM Planning recommendations</li> <li>• Presentation to the management</li> <li>• Follow ups</li> </ul>
2	Schematic Design	<ul style="list-style-type: none"> <li>• Data collections and analysis</li> <li>• Liason with relevant parties involved in Project Budget, Planning and other</li> <li>• Confirming venues, participants and set agendas, duration and</li> <li>• Check the user's requirements</li> <li>• Prepare Space Function Analysis, Cost Model, LCC Model whichever applicable</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Validate Space Function Model</li> <li>• Finalise Function Analysis</li> <li>• Prepare and validate F.A.S.T. Diagram or User Logic Diagram whichever</li> <li>• Generate ideas and finalise alternative solutions</li> <li>• Preparation of list of recommendations</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of VM Study Report</li> <li>• Presentation to the management</li> <li>• Follow ups</li> </ul>
3	Detailed Design	<ul style="list-style-type: none"> <li>• Data collections and analysis</li> <li>• Liason with relevant parties involved in Project Budget, Planning and other</li> <li>• Confirming venues, participants and set agendas, duration and</li> <li>• Check the user's requirements</li> <li>• Prepare Space Function Analysis, Cost Model, LCC Model whichever applicable</li> <li>• Identify elements and components for VM Study</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise Function Analysis</li> <li>• Prepare and validate F.A.S.T. Diagram or User Logic Diagram whichever</li> <li>• Generate ideas and finalise alternative solutions</li> <li>• Validate options</li> <li>• Preparation of list of recommendations</li> <li>• Any other activities deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of VM Study Report</li> <li>• Presentation to the management</li> <li>• Follow ups</li> </ul>