

## Family Engagement in Capital Project Renovation / Design Process:

Stage of Design	Purpose	Key family input
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Assessing existing facilities</li> <li>Determination of the scope of potential project</li> <li>Decision to renovate / build</li> <li>Appointment of Steering committee</li> <li>Selection of architects</li> </ul>	<ul style="list-style-type: none"> <li>Review FCC Council <b>Briefing Note</b> highlighting family needs</li> <li>Input in selection of architectural firm (?)</li> <li>FCC staff to meet with staff lead of the project to complete <b>Planner for Engaging Families on Committees or Projects</b>.</li> <li>FCC staff to <b>identify families</b> interested in being on committee (introduce project in Primer, and approach members)</li> <li><b>Introduce family member(s) to design committee</b> representative, to receive tour of area, background information and orientation to the project</li> </ul>
<b>Program and Functional plan</b>	<ul style="list-style-type: none"> <li>Establishing committee</li> <li>Define objectives of project</li> <li>Determine site, and capacities and adjacencies</li> <li>Determination of size, organization, and juxtaposition of specific spaces</li> <li>Development of simple, line drawings that establish relationships and flow of area</li> </ul>	<ul style="list-style-type: none"> <li><b>Host larger group meeting with families and senior staff representatives from the area</b> to: gather family input on needs for this service area, generate ideas for design: what works best, what they wish could be different, how they want the space to feel, specific needs of children of different ages and abilities, what do they want to have happen in these spaces. (families can also respond via email to specific questions to gather their stories and input). The process should help identify priorities of families (must have, nice to have)</li> <li><b>Council Meeting Presentation</b> – senior leaders of space along with family representatives</li> </ul>



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<b>(Program and Functional Plan continued)</b>		<ul style="list-style-type: none"> <li>• <b>For Family Rep on the team:</b> Ensure 3 goals included in wording of functional plan:               <ul style="list-style-type: none"> <li>○ Patient and family centred environment and practice,</li> <li>○ Developmentally supportive care</li> <li>○ Efficient environment for staff</li> </ul> </li> <li>Ensure concepts identified by larger family group are incorporated into the functional plan</li> </ul>
<b>Schematic Design</b>	<ul style="list-style-type: none"> <li>• Drawings to scale</li> <li>• Evaluate spatial flow and relationships</li> <li>• Detailed design documents (blueprints/floor plans, models and mock-ups)</li> <li>• Development of Interior Design</li> <li>• Selection of furniture, equipment</li> <li>• Planning for relocation of phasing the project</li> </ul>	<ul style="list-style-type: none"> <li>• <b>For Family Rep on the team:</b> <ul style="list-style-type: none"> <li>○ Ensure details brought up by families are included in design</li> <li>○ First impressions (reception, waiting area)</li> <li>○ Wayfinding (language and signs)</li> <li>○ Noise control</li> <li>○ Lighting</li> <li>○ Space for families</li> <li>○ Options for privacy</li> <li>○ Sleep space at bedside</li> <li>○ Optional sleep spaces, kitchen</li> <li>○ Electrical outlets</li> <li>○ Bathrooms for families</li> </ul> </li> <li>• <b>At the Interior Design phase, host another family meeting</b></li> </ul>
<b>Construction and Planning to Move</b>	<ul style="list-style-type: none"> <li>• Preparation of staff to work in then ew facility</li> <li>• Planning celebrations to introduce the new facility to stakeholders</li> <li>• Inspections of new facility by regulators</li> <li>• Maintenance of space to meet program intent</li> </ul>	<ul style="list-style-type: none"> <li>• <b>“Family Talk” with staff of area:</b> to share the background and hopes for the new design space, how family input was incorporated, sharing the perspective of the family on the use of the new space.</li> <li>• <b>Participate in celebration plans and event</b> (prepare family rep for potential media interviews)</li> </ul>
<b>Post Occupancy</b>	<ul style="list-style-type: none"> <li>• Adjust processes to best meet need</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Participate in evaluation</b> (immediately after, 6 months later – what is working, what isn’t – to be able to take this learning into future projects.</li> </ul>



Friday, February 21, 2014

