

first stage in the production of the building specification and a vital document for reference for all production information.

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## *SCHEME DESIGN FORMAT*

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**Client**  
**Project title**  
**Scheme report**  
**Date**

---

### **Table of contents**

#### **1 Introduction**

- 1.1 In accordance with your instructions of the *[insert date]* I submit for your consideration my scheme design for *[insert name of project]*.
- 1.2 The feasibility report of the *[insert date]* was approved *[add with modifications if appropriate]* on the *[insert date]*.
- 1.3 The outline proposal report of the *[insert date]* was approved *[add with modifications detailed below if appropriate]* on the *[insert date]*.
- 1.4 **Summary**

#### **2 Terms of reference *[include items as appropriate]***

- 2.1 The brief is set out in general terms in the feasibility report and modifications, schedule of accommodation and room areas noted in the outline proposal report.  
*[Add the following if appropriate]* I confirm your further instructions modifying and amplifying the brief as follows:  
*[insert full details of modifications with dates received]*.
- 2.2 Further modification of the brief after this stage may incur additional fees and will cause delay.
- 2.3 A full measured survey of the site/existing property *[omit as appropriate]* has been carried out and is the subject of a separate report.

# Report Writing For Architects And Project Managers

**F Rizvi**



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