

PUBLIC ARCHITECTURE

PUTS THE RESOURCES OF ARCHITECTURE IN THE SERVICE OF THE PUBLIC INTEREST. WE IDENTIFY AND SOLVE PRACTICAL PROBLEMS OF HUMAN INTERACTION IN THE BUILT ENVIRONMENT AND ACT AS A CATALYST FOR PUBLIC DISCOURSE THROUGH EDUCATION, ADVOCACY AND THE DESIGN OF PUBLIC SPACES AND AMENITIES.
1126 FOLSOM STREET, No. 3, SAN FRANCISCO, CA 94103-1397
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Project Name:

Location: _____

Duration: _____

Date Completed: _____

Architecture Firm:

Location: _____

Primary Contact: _____

Non-profit Organization:

Location: _____

Primary Contact: _____

Additional Collaborators:

Project Summary:

Getting Started

How did your firm become involved in pro bono work?

** why you became interested in providing pro bono design services*

** who initiated past pro bono work*

** how did your firm identify a non-profit organization or initiate a project*

What were some of the initial challenges to providing pro bono services? How did you address them?

- * how did you garner support within the office for and encourage participation with pro bono projects*
- * how did you create a balance between traditional and pro bono projects*
- * were there any changes in allocation of financial or employee resources*

Process

What were some strategies you used to assess the non-profit organization's needs and goals?

- * how did you educate the organization about design services available*
- * how did you set expectations, timeline, contract*
- * how did you consider all stakeholders: the firm, organization, and their clients*

How did you organize your firm internally to manage pro bono projects?

- * was there collaboration between administrative and design employees, internal committees, etc*
- * was there organization around tracking employee hours, services rendered, and expenses*
- * did you charge any fees*

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Did you engage in community relations and promote awareness about the pro bono project?

- * how did you document the project's progress*
- * were there fundraising or networking events to advocate the organization's cause*
- * was there collaboration with local businesses, government officials, general public*

Design

What kind of design services did you provide for the non-profit organization?

Can you give an example of how you resolved challenges without sacrificing high quality design?

- * how did you use design to support the organization's mission*
- * was there creative use of limited resources*
- * did the project involve any unique or innovative features*

Did sustainability play a role in the design?

- * was there a conscious effort to make this a green project*
- * was the project certified through LEED (or similar)*
- * did any limited resources affect an ability to integrate environmental sustainability*
- * was the client on board with achieving environmental sustainability goals*

Has the project been singled out for any design awards or other recognition?

Follow-up

What are the most successful aspects of your project? Areas for improvement?

Please share your observations about the challenges / opportunities of working with pro bono clients.

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Have you seen any long term benefits from your pro bono project?

- * has there been an improvement in personal satisfaction, professional development, recruitment*
- * did this project trigger a realignment or advancement of your firm's mission*
- * has there been greater visibility within the community, new local partnerships*
- * are there new for profit project opportunities that have come as a result of your pro bono service*
- * have the skills and experiences from the pro bono project influenced the other projects in the office*
- * is there a long term commitment to doing pro bono projects within the firm*

Additional comments or anecdotes from your experiences:

Is there anyone else we should contact to find out more about the project?

Thank you for your time!