



## PRO1.1

# Comprehensive project brief

## Objective

Our objective is to ensure that the quality of the building is as high as possible by means of an optimised, transparent planning process and by defining the relevant general conditions early on (during "Phase 0" or pre-planning phase).

## Benefits

The requirements of building owners with regard to the building, and the resulting planning objectives are clearly set out in the form of requirements planning and the specifications used for the planning process. This allows the building owners' requirements to be fulfilled consistently. This project preparation has a direct influence on the final building quality. Seeking greater public input can also play a key role in increasing the acceptance of decisions, devising a more balanced solution, improving decision-making, reducing conflicts and encouraging local residents to identify more strongly with the environment they reside in and go about their day-to-day business.

## Contribution to overriding sustainability goals



CONTRIBUTION TO SUSTAINABLE DEVELOPMENT  
GOALS (SDGS) OF UNITED NATIONS (UN)

CONTRIBUTION TO THE GERMAN  
SUSTAINABILITY STRATEGY



Low

11.3 Inclusive and sustainable urbanisation



## Outlook

New planning methods involving building information modelling (BIM) may affect preliminary planning processes in the future. DGNB is keeping these in mind and may incorporate amended planning processes in the future.

## Share of total score

	SHARE	WEIGHTING FACTOR
Office		
Education		
Residential		
Hotel	1.6%	3
Consumer market		
Shopping centre		
Department stores		
Logistics		
Production		
Assembly buildings		

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## EVALUATION

To ensure that the quality of the building is optimal, three indicators are used to evaluate the extent to which the relevant general conditions have been established early on. Indicator 1 is used to evaluate the extent to which requirements planning has been undertaken. Indicator 2 is used to award points for measures implemented to inform the public. The integration of a detailed description of sustainability requirements into the specifications is credited using indicator 3. In this criterion, a maximum of 100 points can be awarded.

NO.	INDICATOR	POINTS
<b>1</b>	<b>Requirements planning</b>	
1.1	<b>Scope of requirements planning</b>	<b>Max. 40</b>
	<ul style="list-style-type: none"> <li>■ A requirements description based on Appendix 1a of this criterion or a comparable scope is carried out by the end of service phase 2 “Concept design” [T&amp;D_01] at the latest. 10</li> <li>■ A small-scale requirements planning based on Appendix 1b of this criterion or a comparable scope is carried out by the end of service phase 2 “Concept design” [T&amp;D_01] at the latest. 20</li> <li>■ A large-scale requirements planning to establish the builder’s requirements based on Appendix 1c of this criterion or a comparable scope is carried out by the end of service phase 2 “Concept design” [T&amp;D_01] at the latest. 40</li> </ul>	
<b>2</b>	<b>Informing the public</b>	
2.1	<b>Measures for working with the public</b>	<b>Max. 20</b>
	<ul style="list-style-type: none"> <li>■ Various measures have been implemented to inform the general public. +10</li> <li>■ People in the immediate neighbourhood have been informed about the construction work (e.g. duration, anything particular that needs to be noted) and a contact person has been appointed to answer any queries. +10</li> </ul>	
<b>3</b>	<b>Specifications</b>	
3.1	<b>Sustainability requirements in the specifications</b>	<b>Max. 40</b>
	<ul style="list-style-type: none"> <li>■ Specifications have been drawn up, with detailed requirements regarding the building's sustainability. Ecological, economic, sociocultural and functional aspects have been taken into consideration, as well as technical aspects and the planning and construction process. 25</li> <li>■ In addition, responsibilities have been defined and information has been provided on the planning phases that are crucial to the project in the specifications. 40</li> </ul>	



# SUSTAINABILITY REPORTING AND SYNERGIES

## Sustainability reporting

Not available.

NO.	KEY PERFORMANCE INDICATORS (KPIs)	UNIT
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## Synergies with DGNB system applications

- **DGNB INTERIORS:** Indicator 3 corresponds to the content of indicator PRO1.1.2 from the scheme for interiors.
- **DGNB RENOVATED BUILDINGS:** Indicators 1, 2 and 3 correspond to the content of criterion PRO1.1, indicators 1, 3 and 4 from the scheme for renovated buildings.



## APPENDIX A – DETAILED DESCRIPTION

### I. Relevance

The requirements planning assists in establishing the requirements, objectives, and constraints of the building owner and other important participants. In this way, it is possible to identify all the problems for which a solution is expected from the architect.

The requirements planning is not identical to the architect's fundamental planning; it assists much more in the formulation of requirements on the part of the building owner at the start of a construction project. Requirements planning is essentially more than purely setting down the areas required. It provides basis of objective focused planning which takes the requirements of the building owner into consideration without restricting the freedom of the planners.

### II. Additional explanation

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### III. Method

#### Indicator 1: Requirements planning

The evaluation examines whether and what extent requirements planning has been undertaken. The extent of this can vary from project to project. The appendix to this criterion lists topics and possible content as starting points for requirements planning; one of the objectives here is that the builder addresses the requirements early on, and appropriate project-specific issues should be taken into consideration. Requirements planning must be undertaken at the initiation phase of project, and completed no later than service phase 2 "Concept design" [T&D\_01]. The architectural brief is the end result of the requirements planning phase.

#### Indicator 2: Informing the public

The evaluation examines the measures implemented to inform the public.

Public consultation is mandatory for certain building and planning projects (formal consultation). While the consultation rights, the procedure and the manner in which results are utilised are stipulated by law in these mandatory processes, these matters can still be addressed in various ways, through voluntary, informal processes, depending on the circumstances.

Examples of this include:

- Notices (e.g. construction site signs) with important information about the project (e.g. its use upon completion, construction duration, building owner, contact person, warnings regarding noisy work)
- Circulars or letters sent directly to people living in the neighbourhood, containing important information on the project
- Information events
- Building site visits for the public

A combination of different measures may be more beneficial, depending on the project and the scope of the measures implemented.



### **Indicator 3: Specifications**

The purpose of the specifications is to set out in detail the planning objectives identified in the early project phase.

In order to more effectively fulfil the objectives, the project phase in which crucial steps should be taken to achieve these objectives can be stipulated in the specifications.

One of the things that the evaluation particularly focuses on is whether concrete objectives have been set out for the various sustainability aspects. The specifications mentioned can be based, for example, on the criteria in the DGNB certification system or the "Guideline for Sustainable Building issued by the German Federal Ministry of the Interior, Building and Community or other comparable documents. Besides the objectives, the specifications should also define and describe the responsibilities.



## APPENDIX 1

### Appendix 1a Requirements description

A requirements description in the sense of this criterion should contain the following points at the very least:

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#### 1. Requirements description

Typical/possible content:

- Main objectives of the project
  - Size
  - Quality
  - Financial framework
  - Time frame
  - Current planning status of the project
  - Future changes
- 

### Appendix 1b Small requirements planning

A small requirements description in the sense of this criterion should contain the following points at the very least:

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#### 1. Requirements description

Typical/possible content:

- Main objectives of the project
  - Size
  - Quality
  - Financial framework
  - Time frame
  - Current planning status of the project
  - Future changes
- 

#### 2. Financial and time framework

Typical/possible content:

- Schedule
  - Budgets
  - Costs
  - Financial and time risks
- 

#### 3. Priorities

Typical/possible content:

- Added value
  - Time
  - Costs
  - Quality
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#### 4. Plot and surroundings

Typical/possible content:

- Access
- Transport
- Parking

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#### 5. The building as a whole

Typical/possible content:

- Characteristics of the structural shell
- Dimensions
- Volume
- Number of floors
- Construction phases
- Energy
- Flexibility for future usage

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#### 6. Access for all

Typical/possible content:

- Disabled access, equipment, workplaces

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#### 7. Individual rooms

Typical/possible content:

- Characteristics
- Connection to other rooms

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### Appendix 1c Extensive requirements planning

An extensive requirements planning in the sense of this criterion should contain the following points at the very least:

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#### 1. Requirements description

Typical/possible content:

- Main objectives of the project
- Size
- Quality
- Financial framework
- Time frame
- Current planning status of the project
- Changes in the future

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#### 2. Financial and time framework

Typical/possible content:

- Schedule
- Budgets
- Costs
- Financial and time risks



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### 3. Priorities

Typical/possible content:

- Added value
- Time
- Costs
- Quality

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### 4. Participation

Typical/possible content:

- User participation
- Public participation

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### 5. Effects on users and on the public

Typical/possible content:

- Suitability of rooms and systems
- Safety
- Comfort
- Health
- Aesthetics
- Image

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### 6. Effects on the environment

Typical/possible content:

- Ecology
- Control of undesirable effects

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### 7. Plot and surroundings

Typical/possible content:

- Access
- Transport
- Parking

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### 8. The building as a whole

Typical/possible content:

- Characteristics of the structural shell
- Dimensions
- Volume
- Number of floors
- Construction stages
- Energy
- Flexibility for future uses

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### 9. Access for all

Typical/possible content:

- Disabled access, equipment, workplaces
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## 10. Individual rooms

Typical/possible content:

- Room requirements plan with qualitative requisitioning as room requirement specifications. The area ratio of usable area UA [T&D\_04] to gross floor area GFA [T&D\_04] is to be indicated as a planning specification on the basis of benchmarks.
  - Requirements for the individual rooms must be defined in line with the following characteristics as a minimum:
    - spatial ability to be modified
    - Room height/headroom
    - Lighting
    - Indoor climate
    - Surfaces
    - Ceiling loads
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## APPENDIX B – DOCUMENTATION

### I. Required documentation

Examples of possible evidence include the following items. The allocation of points for individual indicators must be backed up by comprehensive and credible evidence.

#### Indicator 1: Requirements planning

- The requirements planning or other documents which show the scope (see Appendix 1) and when the requirements planning is implemented (e. g. extracts from records).
- Appendix 2, incl. a brief description of the methods employed (market analysis, environmental impact assessment, schedules of accommodation, expert site reports, cost estimates, capital budgeting, etc.). The DGNB reserves the right to request individual pieces of documentation on a random basis at a later date as part of the conformity assessment.

#### Indicator 2: Informing the public

- Documentation of the measures implemented to inform the public
- Photo documentation of the construction site sign

#### Indicator 3: Specifications

- Specifications setting out the concrete objectives for the sustainability aspects and responsibilities



## APPENDIX C – LITERATURE

### I. Version

#### Change log based on version 2018

PAGE	EXPLANATION	DATE
576	General: scheme “assembly buildings” has been added	16.09.2021

### II. Literature

- Sustainable Development Goals icons, United Nations/globalgoals.org
- Guideline for Sustainable Building. German Federal Ministry of the Interior, Building and Community (BMI). February 2016.  
[https://www.nachhaltigesbauen.de/fileadmin/pdf/Systainable\\_Building/LFNB\\_E\\_160309.pdf](https://www.nachhaltigesbauen.de/fileadmin/pdf/Systainable_Building/LFNB_E_160309.pdf)
- ISO 9699. Performance standards in building – Checklist for briefing – Contents of brief for building design, 1994