



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 ("Phase 0").

Benefits

The requirements of building owners with regard to a 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 throughout. This project preparation has a direct influence on the final building quality. Seeking greater public input can also play a key role in increasing acceptance of decisions, devising a more balanced solution, improving decision-making, reducing conflicts and encouraging local residents to identify more strongly with the environment in which they reside and go about their day-to-day business.

Contribution to overriding sustainability goals



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

CONTRIBUTION TO THE GERMAN
SUSTAINABILITY STRATEGY



Low

11.3 Participatory, integrated, sustainable
settlement planning



Outlook

New planning methods involving building information modelling (BIM) may affect preliminary planning processes in the future. The 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				
Business premises	Logistics	Production			



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
1	Requirements planning	
1.1	Scope of requirements planning	Max. 40
	<ul style="list-style-type: none"> ■ A requirements description has been written based on Appendix 1a of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI). 10 ■ Small-scale requirements planning has been undertaken based on Appendix 1b of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI). 20 ■ Large-scale requirements planning to determine the building owner's requirements has been undertaken based on Appendix 1c of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI). 40 	
2	Informing the public	
2.1	Measures for working with the public	Max. 20
	<ul style="list-style-type: none"> ■ Various measures have been implemented to inform the general public. +10 ■ People in the immediate neighbourhood have been informed about the building work (e.g. duration, anything particular that needs to be noted) and a contact person has been appointed to answer any queries. +10 	
3	Specifications	
3.1	Sustainability requirements in the specifications	Max. 40
	<ul style="list-style-type: none"> ■ 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 ■ In addition, responsibilities have been defined and information provided on the planning phases that are crucial to the project in the specifications. 40 	



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 criterion PRO1.1, indicator 2 of the scheme Interiors.
- **DGNB RENOVATED BUILDINGS:** Indicators 1, 2 and 3 correspond to the content of criterion PRO1.1, indicators 1, 3 and 4 of the scheme Renovated buildings (SBV16) [SBV = renovated buildings].



APPENDIX A – DETAILED DESCRIPTION

I. Relevance

Requirements planning is undertaken to determine the needs, objectives and general conditions of the building owner and other important interested parties. This is also an opportunity to list all the problems to be solved by the architect. Requirements planning is not the same as the basic planning undertaken by the architect; instead, it is used to set out the building owner's requirements at the start of a building project. Requirements planning goes considerably beyond simply specifying the required areas. It forms the basis for strategic, focussed planning that incorporates the requirements of the building owner without curtailing the designers' freedom.

II. Additional explanation

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III. Method

Indicator 1: Requirements planning

The evaluation examines whether and the extent to which requirements planning has been undertaken. The extent of this can vary from project to project. The appendix to this criterion lists topic blocks and possible content as starting points for requirements planning; having the building owner address the requirements early on should always be one of the objectives here, and project-specific issues should be taken into consideration as appropriate. Requirements planning must be started at the project initiation phase, and completed no later than work stage 2 in accordance with the German fee structure for architects and engineers (HOAI). 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 be addressed in various ways by means of voluntary, informal processes, depending on the circumstances.

Examples of this include:

- Notices (e.g. construction site signs) with important information on the project (e.g. its use upon completion, construction time, building owner, contact person, warnings regarding noisy work)
- Circulars or direct letters 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 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 pursue the objectives, the project phase in which crucial steps for achieving these objectives are to be taken can be stipulated in the specifications.

One of the things that the evaluation particularly focuses on is whether concrete objectives have been set for the various sustainability aspects. The specifications mentioned can be based, for example, on the criteria in the DGNB certification system or the "Nachhaltiges Bauen" [Sustainable building] guide issued by the German Federal Ministry of Transport, Building and Urban Development (BMVBS). Besides the objectives, the specifications should also define and describe the responsibilities.



APPENDIX 1

Appendix 1a Requirements description

A requirements description in line with this criterion should include the following points:

1. Requirements description

Typical/possible content:

- Main objectives of the project
 - Amount
 - Quality
 - Financial conditions
 - Time frame
 - Current planning status of the project
 - Planned changes
-

Appendix 1b Small-scale requirements planning

Small-scale requirements planning in line with this criterion should include the following topic blocks:

1. Requirements description

Typical/possible content: Main objectives of the project

- Amount
 - Quality
 - Financial conditions
 - Time frame
 - Current planning status of the project
 - Planned changes
-

2. Financial conditions and time frame

Typical/possible content:

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

3. Priorities

Typical/possible content:

- Added value
 - Time
 - Costs
 - Quality
-



4. Plot of land and surroundings

Typical/possible content:

- Access
- Traffic and circulation
- Parking

5. The building as a whole

Typical/possible content:

- Characteristics of the building shell
- Dimensions
- Volume
- Number of storeys
- Construction stages
- Energy
- Flexibility for future uses

6. Barrier-free design

Typical/possible content:

- Access, fixtures and equipment, workstations and workspaces suitable for disabled people

7. Individual rooms

Typical/possible content:

- Characteristics
- Relationship with other rooms

Appendix 1c Large-scale requirements planning

Large-scale requirements planning in line with this criterion should include the following topic blocks:

1. Requirements description

Typical/possible content:

- Main objectives of the project
 - Amount
 - Quality
 - Financial conditions
 - Time frame
 - Current planning status of the project
 - Planned changes
-



2. Financial conditions and time frame

Typical/possible content:

- Schedule
- Budgets
- Costs
- Financial and time risks

3. Priorities

Typical/possible content:

- Added value
- Time
- Costs
- Quality

4. Consultation

Typical/possible content:

- User consultation
- Public consultation

5. Effects on users and on the public

Typical/possible content:

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

6. Effects on the environment

Typical/possible content:

- Ecology
- Control of undesirable effects

7. Plot of land and surroundings

Typical/possible content:

- Access
 - Traffic and circulation
 - Parking
-



8. The building as a whole

Typical/possible content:

- Characteristics of the building shell
- Dimensions
- Volume
- Number of storeys
- Construction stages
- Energy
- Flexibility for future uses

9. Barrier-free design

Typical/possible content:

- Access, fixtures and equipment, workstations and workspaces suitable for disabled people

10. Individual rooms

Typical/possible content:

- Room brief with qualitative requirements in the form of a room data sheet. The desired proportion of usable area (NUF in accordance with DIN 277) in relation to the gross floor area (BGF in accordance with DIN 277) must be stated as a planning specification based on planning target values.
- Minimum requirements for the individual rooms must be defined with regard to the following attributes:
 - Capacity of the room to be modified
 - Room height/headroom
 - Lighting
 - Room climate
 - Surfaces
 - Ceiling loading



ANNEX 2 – Documentation template
Indicator 1: Requirements planning

Confirmation for PRO1.1: Requirements planning

We hereby confirm that, as part of the planning process for the project entitled

[project name] _____,

with agreement number _____,

requirements planning has been undertaken in line with the scope and quality of one of the evaluation levels below.

PLEASE ENTER A CROSS WHERE APPRO- PRIATE	DESCRIPTION	POINTS
<input type="checkbox"/>	A requirements description has been written based on Appendix 1a of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI).	10
<input type="checkbox"/>	Small-scale requirements planning has been undertaken based on Appendix 1b of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI).	20
<input type="checkbox"/>	Large-scale requirements planning to determine the building owner's requirements has been undertaken based on Appendix 1c of this criterion or a comparable scope, at the latest by the time work stage 2 has been completed in accordance with the German fee structure for architects and engineers (HOAI).	40

A brief description of the methods employed as part of the project preparation (market analysis, environmental compatibility study, schedules of accommodation, expert site reports, cost estimates, capital budgeting, etc.) must be included with the documentation submitted for the purposes of the conformity check.

Date

Signature

Building owner

Stamp

The auditor hereafter confirms that they have checked that the information contained in the relevant documents is a true and fair representation of the facts.



Date

Auditor's signature

Stamp



APPENDIX B – DOCUMENTATION

I. Required documentation

A range of different forms of documentation is listed below. The documentation submitted must comprehensively and clearly demonstrate compliance with the requirements for the target evaluation for the individual indicators:

Indicator 1: Requirements planning

- The requirements planning documents or other documents that reveal the scope (see Appendix 1) of the requirements planning undertaken and the time at which it was undertaken (e.g. excerpts from logs).
- Appendix 2, incl. a brief description of the methods employed (market analysis, environmental compatibility study, 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 check.

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 sustainability aspects and responsibilities



APPENDIX C – LITERATURE

I. Version

Change log based on version 2018

PAGE	EXPLANATION	DATE
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II. Literature

- Sustainable Development Goals icons, United Nations/globalgoals.org

Indicator 1: Requirements planning

- DIN 18205. Brief for building design. Berlin: Beuth Verlag. April 1996 (also described by the German committee of the associations and chambers of engineers and architects for the fee structure (AHO))
- ISO 9699. Performance standards in building – Checklist for briefing – Contents of brief for building design, December 1994
- RBBau-Richtlinien für die Durchführung von Bauaufgaben des Bundes [Guidelines for carrying out building work issued by the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety]. German Federal Ministry of Transport, Building and Urban Development (BMVBS). March 2009
- Nachhaltiges Bauen [Sustainable building] guide. German Federal Ministry of Transport, Building and Urban Development (BMVBS). April 2013

Indicator 2: Informing the public

- VDI 7001. Communication and public participation in planning and building of infrastructure projects – Standards for work stages of engineers. May 2014