**Initial Registration
Case Study Template**

**Instructions**The following pages provide a template for preparing an initial registration case study. It is formatted in Microsoft Word. Prepare the text of your case study in the template and, when it is ready, convert it to a PDF in Adobe Acrobat Professional. Then attach your appendices as PDFs. Finally, add relevant electronic bookmarks and hyperlinks. If you wish, you may use another programme to prepare your case study, but it must follow the template below and it must be converted to a PDF in Adobe Acrobat Professional prior to sending to NZRAB.

The following are some specific requirements.

**Format**

1. Your case Study must be in English or te reo Maori.
2. Your case study must be presented as a single pdf file in Adobe Acrobat Professional.
3. Your case study in total must not exceed 500mb.
4. Your written commentary for all experience areas can be up to a maximum of 15,000 words including contents and headings, etc., but excluding appendices.
5. Appendices must not exceed 500 pages.
6. The minimum permitted font size is 10 point.
7. All pages must be consecutively numbered in the written commentary section.
8. All documents must be in A4 format with legible drawings/images. Large originals can be included as A3 if needed (no larger), though they must be able to be viewed without having to change their orientation.
9. Ensure all pages ‘fit to window’.
10. For appendices, use original electronic documents where possible and avoid scanned documents as scanned documents won’t show up using the word search facility and may significantly increase the size of your case study in data terms.
11. The Case Study Checklist must be the first page following your Contents Page.
12. The Summary Page must be the first page following your Case Study Checklist Page.
13. If you (or someone else) make notes on your case study, ensure these are removed before finalising.
14. When your case study is ready to be formatted into a PDF, delete these instruction pages and yellow highlights.

*Where a case study does NOT meet these requirements, it will not be accepted.*

**Contents**

1. Present one to three projects where you had a direct involvement, preferably in the last five years.
2. At least one of these projects must be a **complex architectural project** which is defined as “A project that requires skill and knowledge to deliver the resolution and integration of complicated aspects including but not limited to siting, planning, structure, services, materials, composition and configuration. A complex project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements and requires the integration of cultural, social, environmental and technical issues.”
3. Your case study must start with a comprehensive contents page, referring to page numbered sections and appendix items.
4. If your case study covers two or three projects, extend the contents page by duplicating the case study and experience areas A to F for each project and then delete the experience areas A to F for each project where you were NOT involved in that part of that project.
5. Where more than one project is submitted, include the summary sheet in tabular form identifying the Experience Areas covered under each project.
6. Include a brief précis of each project, describing the work, the project delivery process and your role.
7. Your case study must cover each of the Experience Areas A to F. The Experience Areas should only be covered once, should be in order A to F and lead the reader chronologically through the project(s). Each section should have a brief written commentary and include examples of documents relevant to each stage of the project(s).
8. Your brief commentary should include your analysis of the project in relation to the Experience Area requirements, and reflections and observations on how the process evolved.
9. Where you’ve not had a personal involvement in some part or stage of a project, this must be clearly indicated in your written commentary.
10. Appendices must be grouped at the end of the case study in the same order as the Experience Areas.
11. Standard template documents, such as the Standard Conditions of Contract or standard technical literature, must NOT be included. Standard documents that have been specifically altered for the project(s) are to be included.
12. Where relevant to the project(s) one example of each of the following must be included:
	* Commissioning agreement
	* Briefing and budget documentation
	* Sketches showing design development
	* Key communications with clients, consultants and external parties
	* Notes from a design meeting
	* Construction drawing examples
	* Specification section examples (we suggest one P&G section and one trade section)
	* Completed Schedules from the Specific Conditions of Contract
	* Procurement documentation including analysis
	* Contract instruction examples
	* An example of site meeting minutes
	* Relevant progress claim and schedule examples
	* Up to three photographs of the project (or each project if more than one) across the different stages
	* Any other documents you consider relevant.

**Bookmarks and hyperlinks**

1. The cover page, contents page, summary sheet, checklist, precis, experience sections A to F and their sub-sections, and all appendices documents must be electronically bookmarked.
2. Hyperlinks are required to access referenced documents in the appendices, and back to the written text again.
3. Hyperlinks must be clearly labelled and easy to find. For how to reference hyperlinks see the Appendix Legend on the Summary Sheet. If you use a different hyperlink reference explain on the Summary Sheet how the reader may find your hyperlinks, both forward and back.
4. A clear “Back” hyperlink within each appendices document is required, which takes the reader back to where the hyperlink came from, i.e. the relevant point in the text and NOT the start of the Case Study or the Contents Page, as a whole.
5. Hyperlinks back must be included on every page of all appendix document(s).
6. Hyperlinks forward must NOT be included in the footer. They must be clearly identified in the page text.
7. Hyperlinks back must NOT be a click anywhere on a page. They must be clearly identified at the top or bottom of the appendix page.
8. Information on how to hyperlink is available at [*http://www.adobe.com/cfusion/search/index.cfm?term=hyperlinks&loc=en\_us*](http://www.adobe.com/cfusion/search/index.cfm?term=hyperlinks&loc=en_us) *)*

**Initial Registration**

**Case Study**

**(Name of Applicant)**

**(Month, Year)**

**Contents**

|  |  |
| --- | --- |
|  | **Page number** |
| **Case Study Checklist** | 3 |
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| **Project Precis** | 5 |
| **A: Project Initiation and Pre-design** |  |
| A1: (Sub heading) |  |
| A2: (Sub heading) |  |
| A3: (Sub heading) |  |
| A4: (Sub heading) |  |
| **B: Concept, Preliminary and Developed Design Stages** |  |
| B1: (Sub heading) |  |
| B2: (Sub heading) |  |
| B3: (Sub heading) |  |
| B4: (Sub heading) |  |
| **C: Detailed Design and Documentation** |  |
| C1: (Sub heading) |  |
| C2: (Sub heading) |  |
| C3: (Sub heading) |  |
| C4: (Sub heading) |  |
| **D: Procurement** |  |
| D1: (Sub heading) |  |
| D2: (Sub heading) |  |
| D3: (Sub heading) |  |
| D4: (Sub heading) |  |
| **E: Administration and Observation of Contract Works** |  |
| E1: (Sub heading) |  |
| E2: (Sub heading) |  |
| E3: (Sub heading) |  |
| E4: (Sub heading) |  |
| **F: Practice Conduct and Office Management** |  |
| F1: (Sub heading) |  |
| F2: (Sub heading) |  |
| F3: (Sub heading) |  |
| F4: (Sub heading) |  |
| **Appendices** |  |

(If your case study covers two or three projects then delete this contents page and use the alternative contents page that follows. You’ll need to adjust it to put the precis for each project wherever it should be to cover the experience areas from each project that you are citing.)

**Contents**

|  |  |
| --- | --- |
|  | **Page number** |
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|  |  |
| **A: Project Initiation and Pre-design** |  |
| A1: (Sub heading) |  |
| A2: (Sub heading) |  |
| A3: (Sub heading) |  |
| A4: (Sub heading) |  |
| **B: Concept, Preliminary and Developed Design Stages** |  |
| B1: (Sub heading) |  |
| B2: (Sub heading) |  |
| B3: (Sub heading) |  |
| B4: (Sub heading) |  |
| **Project 2 Precis** |  |
| **C: Detailed Design and Documentation** |  |
| C1: (Sub heading) |  |
| C2: (Sub heading) |  |
| C3: (Sub heading) |  |
| C4: (Sub heading) |  |
| **D: Procurement** |  |
| D1: (Sub heading) |  |
| D2: (Sub heading) |  |
| D3: (Sub heading) |  |
| D4: (Sub heading) |  |
| **Project 3 Precis** |  |
| **E: Administration and Observation of Contract Works** |  |
| E1: (Sub heading) |  |
| E2: (Sub heading) |  |
| E3: (Sub heading) |  |
| E4: (Sub heading) |  |
| **F: Practice Conduct and Office Management** |  |
| F1: (Sub heading) |  |
| F2: (Sub heading) |  |
| F3: (Sub heading) |  |
| F4: (Sub heading) |  |

|  |  |
| --- | --- |
| **Appendices** |  |

**Case Study Check List**

|  |  |
| --- | --- |
| **My case study includes examples of my personal involvement in the following contexts:** | **Confirmed X** |
| 1. Commissioning Agreement
 |  |
| 1. Briefing and budget documentation
 |  |
| 1. Sketches showing design development
 |  |
| 1. Key communications with clients, consultants and external parties
 |  |
| 1. Notes from a design meeting
 |  |
| 1. Construction drawing examples
 |  |
| 1. Specification section examples (we suggest one P&G section and one trade section)
 |  |
| 1. Completed Schedules from the Specific Conditions of Contract
 |  |
| 1. Procurement documentation including analysis
 |  |
| 1. Contract instruction examples
 |  |
| 1. An example of site meeting minutes
 |  |
| 1. Relevant progress claim and schedule examples
 |  |
| 1. Up to three photographs of the project across the different stages
 |  |
| 1. Any other documents you consider relevant
 |  |
| **My case study:** |
| 1. Is in English or te Reo Maori
 |  |
| 1. Contains a minimum of 1 or up to a maximum of 3 projects which cover each of the required experience areas (A-F)
 |  |
| 1. Is in A4 portrait orientation
 |  |
| 1. Minimum font size is 10 point
 |  |
| 1. Has all pages numbered consecutively
 |  |
| 1. Has a comprehensive contents page
 |  |
| 1. Is in chronological order and contains written commentary and examples throughout the project(s)
 |  |
| 1. Contains a very brief precis of each project
 |  |
| 1. Evidence is not duplicated across projects where I have met the minimum standard if more than one project is included
 |  |
| 1. Includes a summary sheet in tabular form identifying the standards covered under each project
 |  |
| 1. Is saved as one single PDF file and is file named as per the instructions
 |  |
| 1. The file is no larger than 500mb
 |  |
| 1. Appendixes are no more than 500 pages total length
 |  |
| 1. Is hyperlinked forwards and backwards
 |  |
| 1. A3 plans and other documentation are in the correct orientation to be read
 |  |
| 1. Has all Sections, Sub-Sections and Appendices Bookmarked
 |  |

Do not submit your application and case study unless all areas above are completed and confirmed.

This page is to be the first page following your Contents Page.

**Summary Sheet**

My case study focusses on one/two/three separate projects, these being:

* **P1**: (Project Name)
* **P2**: (Project Name)
* **P3**: (Project Name)

The experience areas covered by the/each project are as follows:

|  |  |
| --- | --- |
|  | **Mark X as applicable** |
| **Experience Areas** | **P 1** | **P 2** | **P 3** |
| A: Project Initiation and Pre-design |  |  |  |
| B: Concept, Preliminary and Developed Design Stages |  |  |  |
| C: Detailed Design and Documentation |  |  |  |
| D: Procurement |  |  |  |
| E: Administration and Observation of Contract Works |  |  |  |
| F: Practice Conduct and Office Management |  |  |  |

**Appendix Legend**
Appendix documents are hyperlinked. The prefix shown below is provided for each appendix document. It identifies the project and experience area the appendix document relates to.

 Document number

**P1.A.1**  **(Document name)**

 Experience Area

Project number

If you use a different Appendix format for hyperlinks remove this Appendix Legend example and explain where the reader can find your hyperlinks forward and back.

This page is to be the first page following your Checklist Page.

**Project Precis**

[Enter text here] -

**A: Project Initiation and Pre-design**

# A1 (Subhead)

[Enter text here] –

(Include references and hyperlinks to relevant appendices)

# A2 (Subhead)

[Enter text here] –

(Include references and hyperlinks to relevant appendices)

# A3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# A4 (Subhead)

[Enter text here] –

(Include references and hyperlinks to relevant appendices)

**B: Concept, Preliminary and Developed Design Stages**

# B1 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# B2 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# B3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# B4 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

**C: Detailed Design and Documentation**

# C1 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# C2 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# C3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# C4 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

**D: Procurement**

# D1 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# D2 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# D3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# D4 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

**E: Administration and Observation of Contract Works**

# E1 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# E2 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# E3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# E4 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

**F: Practice Conduct and Office Management**

# F1 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# F2 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# F3 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)

# F4 (Subhead)

[Enter text here] -

(Include references and hyperlinks to relevant appendices)