

Fit-out Process

Diagnostics Corporate Architect Involvement

Designer Selection

1. **Profile:** role & scope
2. Define **selection criteria**
3. Compile longlist (with TPM) > evaluate*
4. **Shortlist** endorsement
5. Define Evaluation Matrix/ **Weight** on project basis
6. Review **RFP** documents
7. **RFP return** evaluation> Recommendation
8. **Endorsement**

Guidance

9. **Design Kick-off call** and **Definition** of specific **Project Design Goals**
10. **Concept & Layout** endorsement
11. **Materiality / Lighting / Furniture / Greenery** concept endorsement

Review

12. **Color scheme/ Fixtures /Furniture/ Vegetation/** approval
13. **Signage** endorsement
14. End of Project phase **review for approval**
15. Review of Furniture Bid return to approve final **furniture selection**

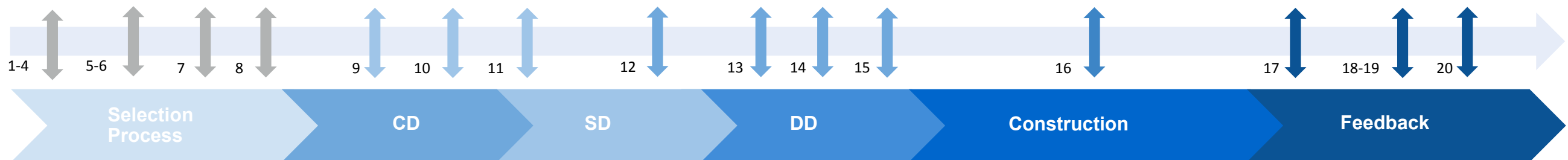
Doc. & Comm.

16. **Project Documentation:** Including **professional photography** of completed project following Roche Guidelines for Project Photography

Feedback

17. **Fit-out survey** by local Roche team
18. **User perception** feedback collected as part of KPI
19. **FM** specific feedback: materials & products
20. **Consultants** feedback: architects / construction firms

DIA Corporate Architect



*Note: step applicable in Traditional and 1-Stage D&B Procurement Model only