Evaluation of the High-performance Design Process Used for "<<fill-in building name>>"

Questionnaire and Round Table Meeting

A questionnaire and a round table meeting can be used to capture and record what worked and what didn't work in the sustainable design process. The questionnaire will be distributed and comments collected, followed by a round table meeting.

Feedback from the questionnaire will help inform future design teams of the critical elements involved in the design process. Please be frank and honest. All responses will be anonymous. Data will be compiled solely for the purpose of aiding future design projects.

You can write on the back of the page if insufficient space is provided for your answers. Do indicate the question number that you are addressing.

Please print this document, answer the questions, and return to <name> by <date>. Thank you for your time and cooperation.

Sincerely,	
<name></name>	

Please call xxxxxx at (xxx) xxx-xxxx if you have any questions regarding this questionnaire.	
Date:	
Building Name:	
1. What was your position on the design team? (Please select all that apply.) Architect Landscape Architect Electrical Engineer Mechanical Engineer Project Manager Owner Building Operator Building Occupant Other	
2. Please define <u>your</u> understanding of <u>your</u> role in the sustainable design plan.	
3. Do you think that the sustainable design plan was developed successfully? $\hfill\Box$ Yes $\hfill\Box$ No	
4. What specifically helped the development of the sustainable design plan?	
5. What specifically inhibited the development of the sustainable design plan?	

	-	on, what are the c sustainable design		hat need to be ad	dressed when
7. Ple		ow well informed	you were of the p	oroject goals durii	ng the design
□ V	ery informed	☐ Mildly informed	☐ Mildly misinform	ned □ Very misinfo	rmed □ N/A
sta	keholder(s	the goal of the de): (Please check act the "X" if necessar	cordingly for each	` ,	_
		Strongly Agree	Mildly Agree	Mildly Disagree	Strongly Disagree
Buildi	ing Owner				
X					
X					
X					
X					
X					
9. Ple		ow well informed	you were of proje	ect changes durin	g the design
$\Box V$	ery informed	□ Mildly informed	☐ Mildly misinform	ed	med □ N/A
tł	ne followin	d why changes occ g stakeholder(s): akeholders at the "Z	(Please check acco		
,		Strongly Agree	Mildly Agree	Mildly Disagree	Strongly Disagree
	ing Owner				
X					
X					
X					
X					

X			
11. I feel that I understood the <u>ro</u>	ole of the design t	eam in the design	process.
	<u> </u>		F
□ Strongly Agree □ Mildly Agree	□ Mildly Disagree	□ Strongly Disagree	□ N/A
12. I feel that the design team me	mbers communic	cated clearly with	each other.
□ Strongly Agree □ Mildly Agree	□ Mildly Disagree	□ Strongly Disagree	□ N/A
13. I feel that the design team res	ponded to each o	other's needs prom	aptly.
☐ Strongly Agree ☐ Mildly Agree	□ Mildly Disagree	☐ Strongly Disagree	\square N/A
14. I feel that the design team wa ☐ Yes ☐ No (Please Explain)	s open to new ide	eas.	
15. I feel that I understood the <u>ro</u>	ole of energy cons	ultant in the desig	n process.
□ Strongly Agree □ Mildly Agree	□ Mildly Disagree	□ Strongly Disagree	□ N/A
16. I feel that the energy consulta ☐ Strongly Agree ☐ Mildly Agree	ant communicate □ Mildly Disagree	d their ideas clearl	
17. I feel that the energy consulta	ant responded to	the design teams n	eeds promptly.
☐ Strongly Agree ☐ Mildly Agree	☐ Mildly Disagree	☐ Strongly Disagree	□ N/A

18.	I fe	eel that the energy consultant was open to new ideas.
	□ Y	Ves □ No (Please Explain)
19.	Wa	as the energy consultant's participation beneficial to the design process?
	□ Y	es □ No (Please Explain)
20.	Dic	I the design team interact and work well with each other?
		□ Yes □ No (Please Explain)
		1 res 1 No (riease Expiain)
21.	Но	w would you strengthen the team?

Ad suc	ditional comments: (Please write anything that you would like to discuss excesses, frustrations, concerns, problems, or solutions.)