

**With the approval of your project, the conceptual design process can begin. Please read through the parts of STEP 2 outlined below. Each part is important and will allow eMi<sup>2</sup> to serve your ministry and design your project better.**

### Pre-Trip Meeting

We want to meet with you in person. This Pre-Trip Meeting allows for very clear communication about your project needs. The probable project team leader and/or other technical staff from eMi<sup>2</sup> will be present in the meeting. This 1-2 hour meeting could take place at the eMi<sup>2</sup> office, if it is convenient for you to visit us in Mussoorie, Uttaranchal. If not, then this meeting should take place at a common or convenient meeting point (i.e. Delhi, Hyderabad, Lucknow, etc.), scheduled with any existing travel plans you may have. In special cases it may be necessary for us to visit your property before the trip. If so, the Pre-Trip Meeting could happen in your specific area.

*eMi<sup>2</sup> usually needs 4-6 months lead time to assemble a team to visit your site. This team will consist of a team leader from either the eMi USA office or the eMi<sup>2</sup> (India) office, and a mix of student and practicing engineers and architects.*

### Project Trip

After the Pre-Trip meeting and the assembly of a design team, the Project Trip can take place. A team of 4-8 volunteer engineers and architects will visit your site for 1-1½ weeks to consult with you and develop the project design and survey your property. It is extremely important to schedule this Project Trip so that all those in your ministry with input or ideas about the project are available during the team's visit. The goal of the team is to develop design ideas for the project that interest you and that fit your ministry.

### Conceptual Design Documents

After the Project Trip, some or all of the team will return to the eMi<sup>2</sup> office to produce a set of Conceptual Design Documents. These drawings are the published product of the work that was done by the team during the Project Trip. This process usually takes 1-2 months. These drawings are meant to be used for sharing your vision and building consensus within your ministry and Board of Directors, and also for sharing the project with other supporters. Also, these drawings are meant to be a project base point to spark suggestions, design changes, different ideas, and planning strategies. With the bound copy, we will include a loose copy and a red pen so that you will be able to record any desired revisions or modifications.

*For many projects, the Conceptual Design Drawings are sufficient for the purposes of the ministry. Some projects, however, have greater needs...*

## STEP 3

**Detailed Design...** After a process of follow-up and the refinement of the Conceptual Design Documents produced in Step 2, eMi<sup>2</sup> is able to produce Detailed Design Documents for a project when a more detailed set of architecture and engineering plans is desired by the ministry as the project approaches construction.