



**Administrative**

- Clients
- Services
- Quality Assurance
- Office Structure
- Documentation
- Relation to Community
- Expansion
- Contracts and Regulations
- CDM and Health and Safety
- Employment
- SWOT Analysis

**Information Technology**

- Communication
- Development Process
- Accessibility
- Evidence in Design
- Updating
- Quality Assurance
- S.W.O.T Analysis

**Image Management**

- Background and Experience
- The Road to The Design Collective
- Awards
- Philosophy
- Ethos and Style
- Consultants
- Relationship with Institutions
- Client Interaction
- S.W.O.T Analysis

**Technological**

- Computing Facilities
- Awareness of Trends
- Attitudes to Carbon Reduction, Carbon Footprints and The Green Deal
- Green Audits
- Suppliers and Contractors
- Statutory Constraints
- Quality Assurance
- S.W.O.T Analysis

**Financial**

- Duties
- Loans and Investment
- Sales Forecasting
- Breakeven
- Startup Expenses
- Profit and Loss
- Market Boom and Downturn
- TDC Financial Document
- S.W.O.T Analysis

**Marketing**

- Architectural Practices in Nottingham
- Architectural Design Houses in UK
- PESTEL Analysis
- Competition
- Networking
- Mareting Material & Visibility
- Route to The Design Collective
- S.W.O.T Analysis