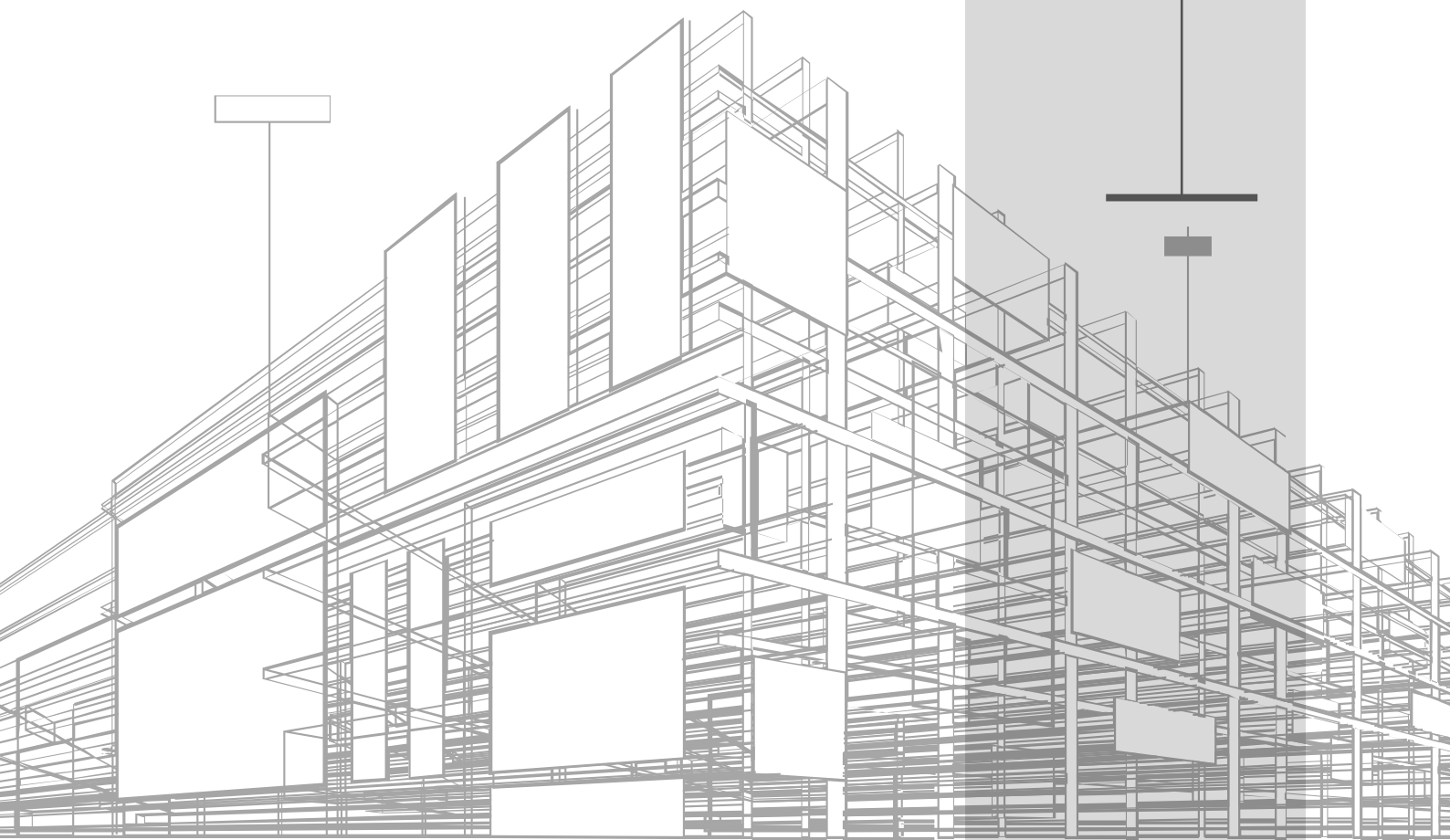


Community Pavilion

Simulated Office Project



GROUND UP ARCHITECTS

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About

Who are we?

Ground Up Architects is a collaborative studio driven by a shared goal: designing purposeful spaces that empower communities. We believe meaningful architecture starts from the ground up, through teamwork, adaptability, and attention to context. Our team blends creativity, precision, and professionalism to turn vision into structure.

What we do?

We specialise in community-driven, small to medium scale projects that prioritise functionality, adaptability, and human connection. Our work spans the early concept stages through to documentation and communication, ensuring a clear, cohesive process at every step. We focus on creating spaces that are sustainable, inclusive, and reflective of their environment, built from the ground up with purpose and integrity.

Project Overview

Project Data

ITEM	DESCRIPTION
CLIENT	Gauteng Community Development Trust
PROJECT	Community Learning Pavilion
LOCATION	Suburban Township, Gauteng
BUDGET	R1,500,000
TIMELINE	12 months

Design Intent

The Community Learning Pavilion is envisioned as a flexible, multi purpose hub for after school programs, community workshops, and cultural events. The design promotes inclusivity and adaptability through open planning, natural light, and shaded gathering spaces that support both formal learning and informal community use.



SACAP Stages of Work & Project Mapping



SACAP Work Stages

PROFESIONAL AGREEMENT FOR MEDIUM COMPLEXITY ARCHITECTUAL PROJECT BETWEEN GCDT AND

PROFESIONAL ARCHITECT	PROFESIONAL ARCHITECT	PROFESIONAL ARCHITECT	PROFESIONAL ARCHITECT	PROFESIONAL ARCHITECT	PROFESIONAL ARCHITECT
KYLIE	_RUAN_	_LEHAN_	_MIA_	_CAITLIN_	_TABITHA_

In accordance with the code of conduct of the South African Council of the Architectural profession (SACAP), the Gauteng Community Development Trust and the architectural professional record the terms of appointment before the architectural professionals provides architectural services to the client.

Function

The function of this project is to create a small-scale community resource centre. A funding has been given to develop a Community learning pavilion on a donated piece of land in a suburban township of Gauteng. The pavilion will serve as a flexible, multi-purpose space for after-school programs, community workshops and small cultural events.

Scope of works:

<u>NATURE OF PROJECT</u> To provide a safe and functional community service pavilion for cultural events and education for afterschool activities.	<u>BUILDING SIZE AND REQUIREMENTS</u> 1. Main hall space_ 80x100 square meters. 2. Two small rooms _ both 15 square meters. 3. Ablution facilities_ separate male and female. 4. Shaded outdoor gathering space (veranda or canopy).
<u>AREA/LOCATION OF PROJECT</u> Suburban Township in Gauteng.	<u>PROJECT DURATION</u> 12 Months
<u>STRUCTURE CLASSIFICATION</u> Community learning pavilion.	<u>BUDGET</u> R 1500 000



Mark applicable partial architectural service to be included in the carrying out of the partial services of the following stages with X.

Work stage 1: Inception	Work stage 2: Concept and viability concept design	Work stage 3: Design development	Work stage 4.1: Local authority submission documentation	Work stage 4.2: Construction and tender documentation	Work stage 5: Construction	Close-out
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Regulations of the client

1. Give the architectural professionals the authority to act as the client's agents when performing their duties.
2. Provide the architectural professional with copies of the title deed, diagrams, lease conditions, details of all related constraints concerning the project, and any other relevant details.
3. Allow the architectural professionals reasonable time within which to execute their services.
4. Promptly provide the architectural professionals with information as required, and make themselves reasonably open for meetings if needed during all stages of the project at hand. The Gauteng community Development Trust shall respond to all reports, proposals, estimates and other related documents presented to them, or otherwise appoint a representative authorised to make such decisions in their place.
5. Review the plans and specifications submitted by the architectural professional, and verify that their requirements were interpreted to their satisfaction and that the building will be suitable for the intended use.
6. Appoint consultants to provide specialist services on aspects of the project as agreed with the architectural professional and review whether the consultants' professional indemnity insurance is adequate.
7. Pay the architectural professional within 7 days of presentation of their invoice.



Regulations of the Architectural Professional

1. Not exceed the scope of authority given to them as the Gauteng Community Development Trust's agent in terms of this agreement.
2. Use reasonable care, skill, and diligence in performing their duties, and act in accordance with the SACAP Code of Conduct
3. Respond promptly to reasonable requests from the Gauteng Community Development Trust.
4. Use their knowledge and expertise to produce designs that meet the client's needs within the agreed budget limitations.
5. Design the building(s) to comply with the title conditions, town planning codes, building regulations, and all other relevant legislation.
6. Advise the client of risks or additional costs that may result from the client's instructions and/or requirements.
7. Provide professional indemnity insurance and retain the insurance policy for the agreed liability period, as per section 9 below.
8. Uphold the Code of Professional conduct at all time and act with dignity and honesty.



Fee Proposal



FEE PROPOSAL FOR ARCHITECTURAL SERVICES



Company Name: Ground Up Architects
Registration Number: 2025/462938/07
Practice Number: 782269JB
Company Address: 06 Adress Lane
Contact Person and Number: Kylie Bosman

Fee Proposal Number: 107

Client Full Name: Gauteng Community Development Trust

Clients Address: Gauteng suburban township

Project Name: Community Learning Pavilion

Project Address/Gps Location: 47 Fake Adress Close

Date: 2025-10-12 08:37:44pm

Item	Description	Amount
Category:	Community	
Building Type:	Community Centre	
Complexity:	High	
Project Value:	1,500,000.00	
Project Fee:	R571 Per Hour	
Project Rate:	100 %	
Scope of Work Rate:	21.16%	
Fee for Scope of work:		R317,341.18
VAT included	15%	R47,601.18
Total Amount		R364,942.36

Fee includes: ☐ Travel Disbursements ☐ Prints ☐ Telephonic Communication

Fee Proposal Valid til: 2025-10-13T08:30

Notes: Thank you for your business. If you have any questions regarding the fee proposal, please contact us at
Groundup@architex.co.za



Comment: Please not all information is not to be trusted.

Please make payment to the following account:

Account Name: GroundUp

Account Number: 907423597

Bank Name: ABSA

Branch Name: 28054

Fee Proposal prepared by: Cait Jubber

Disclaimer: This document template is based on the South African Council for the Architectural Profession Government Gazetted Guideline of Professional Fees of 2023.

The South African Council for the Architectural Profession shares this document as a tool for the basis of fees calculation and is not liable for errors or omissions by the users.

Work Stages 1-6	Proportion of Fee	Total Cost
1	2%	R6,345.82
2	15%	R53,948.01
3	20%	R117,416.24
4.1	10%	R149,150.35
4.2	20%	R212,618.59
5	30%	R307,820.94
6	3%	R317,341.18



Project Communications



15 August 2025
The Gauteng Community Development Trust
Attn: Ms. Lerato Dlamini, Project Coordinator
Johannesburg, Gauteng

Subject: Appointment as Architect – Community Learning Pavilion, Gauteng

Dear Ms. Dlamini,

Thank you for inviting Ground Up Architects to be part of the Community Learning Pavilion project. We are delighted to collaborate with the Trust on creating a space that will serve as a hub for learning, creativity, and community connection.

Enclosed is our completed SACAP Client Professional Project Agreement for Architectural Services, together with supporting documentation covering our scope of services, fee proposal, and project timeline. Kindly review the enclosed documents and, if in agreement, sign where indicated and return a copy for our records. We will countersign promptly and proceed with the next phase.

Throughout this project, we are committed to maintaining an open and collaborative design process. We understand how important it is to remain mindful of costs while delivering on the Trust's vision for a flexible, welcoming facility that truly serves the community. All work will be undertaken in accordance with SACAP's Code of Professional Conduct and Standard Work Stages.

We look forward to working closely with you and the Trust to make this project a success. Please do not hesitate to contact us should you have any questions or require clarification.

Kind regards,

Tabitha Clarke
Communications Lead
For and on behalf of Ground Up Architects

Attached Documents



GroundUpArchitects_SAC
APAppointment_Communi
tyLearningPavilion_2025_
RevA.pdf



GroundUpArchitects_FeeP
roposal_CommunityLearni
ngPavilion_2025_RevA.pdf



GroundUpArchitects_Con
ceptSummary_Communit
yLearningPavilion_2025_
RevA.pdf



Meeting Minutes

Date: 2025/10/06 **Time:** 10:00 **Location:** Remote

Attendees

Ruan Van Aardt Caitlin Jubber
Lehan Brink Tabitha Clarke
Mia Burger

Topics and Agenda

Confirm understanding of project brief.
Finalise group roles & responsibilities.
Review timeline & lecturer deadlines.
Discuss precedent studies & research division.
Assign Week 1 tasks.
Questions for lecturer.
Confirm Week 2 meeting date & time

Action Items	Responsible Party	Due Date
Office Practice Profile	Kylie	2025/10/15
SACAP Stages of Work and project mapping	Ruan en Lehan	2025/10/15
Fee proposal	Caitlin	2025/10/15
Example project communications	Tabitha	2025/10/15
Mind map reflecting	Mia	2025/10/15

Schedule

Next meeting is on the 2025/10/13
Everything needs to be done on 2025/10/15
Everything will be finalized on the 2025/10/16

Safety

No on site or workshop activities were conducted during this period. All work was completed remotely via digital collaboration.

RFIs and Submittals

RFI:
The team discussed gaining a clearer understanding of what is expected of each role in a professional architectural setting.

Submittal:

- Office Practice Profile (team structure, roles, branding).
- SACAP Stages of Work and project mapping.
- Fee proposal (tables/calculations).
- Example project communications (minimum three types).
- Mind map reflecting on the various professionals and stakeholders involved in the project. Include a short description of each professional or stakeholder's roles an responsibilities on the project.
- Individual reflections (500 words each).

Notes

All key topics were addressed. No additional notes were raised beyond the scheduled agenda.



Meeting Minutes

Date: 2025/10/13 **Time:** 9:00 **Location:** Remote

Attendees

Kylie Bosman	Mia Burger
Ruan Van Aardt	Caitlin Jubber
Lehan Brink	Tabitha Clarke

Topics and Agenda

Review project progress and completed tasks.
Finalise document layout and ensure all content is up to date.

Action Items	Responsible Party	Responsible Party
Office Practice Profile	Kylie	2025/10/15
SACAP Stages of Work and project mapping	Ruan en Lehan	2025/10/15
Fee proposal	Caitlin	2025/10/15
Example project communications	Tabitha	2025/10/15
Mind map reflecting	Mia	2025/10/15

Schedule

All scheduled meetings have been completed. No further meetings are required at this stage.

Safety

No on site or workshop activities were conducted during this period. All work was completed remotely via digital collaboration.

RFIs and Submittals

RFI:
The team reviewed and finalised the document layout, confirming that all sections are complete and up to date.

Submittal:
No new submittals during this period.

Notes

All key topics were addressed. No additional notes were raised beyond the scheduled agenda.



To: team@groundup-architects.co.za

New Message

From: tabitha.clarke@groundup-architects.co.za

Date: 13 October 2025

Subject: **Final Submission**

Dear Team,

As we move toward the final client submission, please ensure all individual and shared sections are finalised by Friday, 3 October 2025 for internal review and compilation. This will give us enough time to polish formatting, check consistency, and ensure everything aligns with SACAP documentation standards.

Task Breakdown:

- Kylie Bosman – Final check on layout and project branding.
- Lehan Brink & Ruan van Aardt – Confirm technical drawings and ensure all dimensions, scales, and references are correct.
- Caitlin Jubber & Mia Burger – Proofread written content (Project Overview, Fee Proposal, and Reflections).
- Tabitha Clarke – Compile all sections, cross-check consistency, and prepare final submission to the client (The Gauteng Community Development Trust).
-

Please upload your latest files to the shared drive by Thursday evening so I can start the compilation process early Friday morning.

Once everything has been reviewed, I'll circulate the final draft for quick approval before we issue it to the client.

Thank you all for keeping the workflow smooth and collaborative, we're almost there!

Kind regards,

Tabitha Clarke
Communications Lead
Ground Up Architects



To: lerato.d@gcdtrust.org.za

New Message



From: tabitha.clarke@groundup-architects.co.za

Date: 15 October 2025

Subject: Project Progress Update

Dear Ms. Clarke and Trust Members,

Following our recent meeting on 10 October 2025, please find a brief update on the Community Learning Pavilion project:

1. Concept Design

The concept layout has been refined in line with feedback received regarding the shaded outdoor areas and spatial flexibility of the main hall.

2. Documentation

The preliminary design package has been issued internally for review. Once finalised, it will be prepared for local authority submission under SACAP Stage 4.1.

3. Coordination

Ground Up Architects is currently liaising with the structural engineer and quantity surveyor to align cost estimates with the approved project budget of R1,500,000.

Next Steps:

- Finalise Stage 3 drawings and prepare documentation for submission.
- Confirm site survey and service connections.
- Schedule the next client review meeting for 22 October 2025.

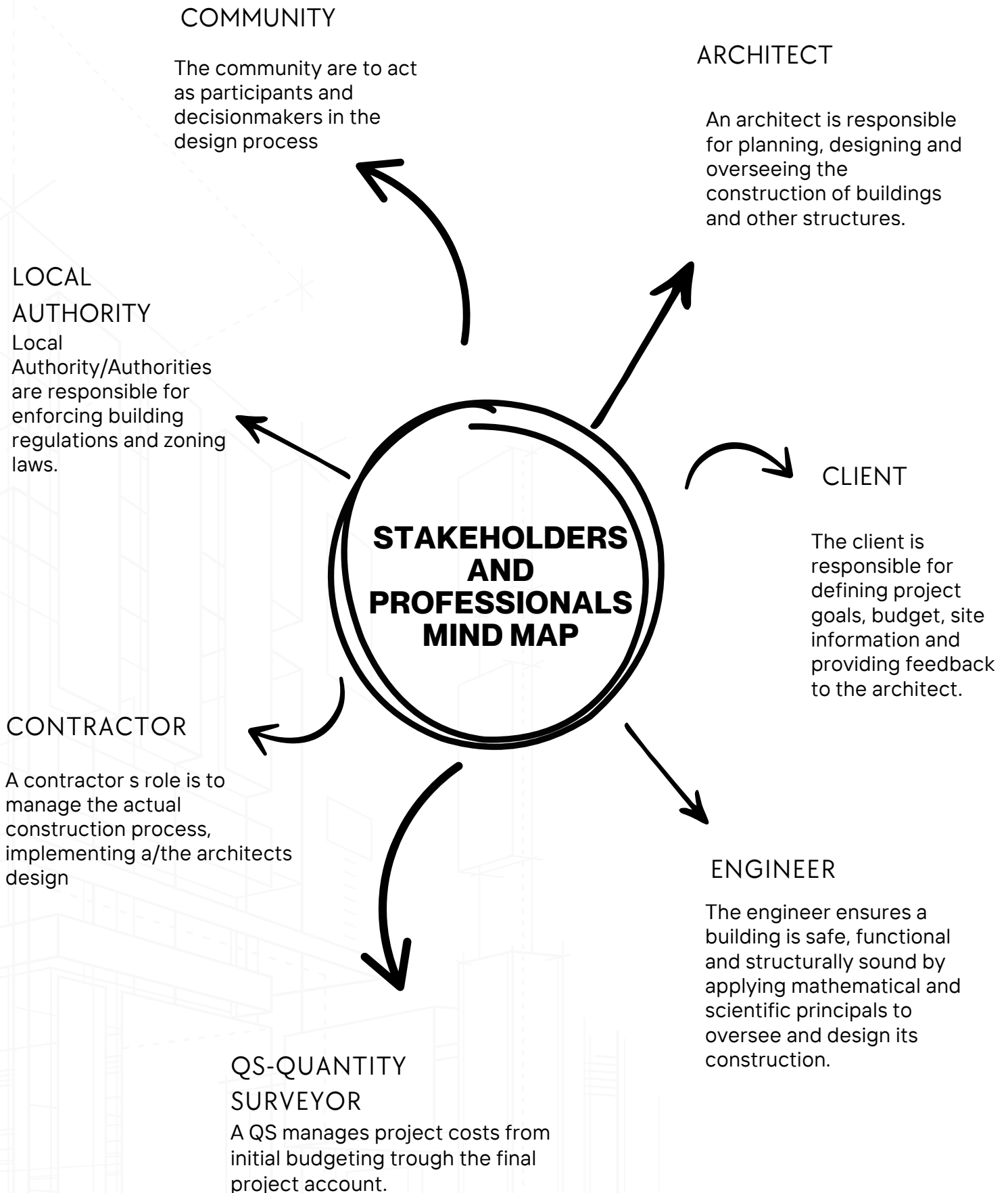
We appreciate the Trust's ongoing collaboration and feedback. Please don't hesitate to reach out if any additional details are required before the next milestone.

Kind regards,

Tabitha Clarke
Communications Lead
Ground Up Architects
86 Jacaranda Drive, Kempton Park, Gauteng
www.groundup-architects.co.za | (011) 234 5678

Stakeholders & Professionals Mind Map





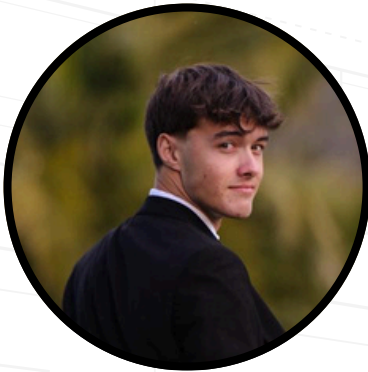
A light gray architectural line drawing of modern buildings serves as the background. The drawing uses perspective, showing multiple buildings with various window patterns, balconies, and structural lines. Some lines are solid, while others are dashed to indicate depth and structure. The overall style is clean and technical.

Our Team

Together, we are Ground Up Architects, a team committed to collaboration, clarity, and community focused design.



Kylie Bosman
Team Lead



Lehan Brink
Technical Lead



Ruan Van Aardt
Technical Lead



Caitlin Jubber
Documentation Lead



Mia Burger
Documentation Lead



Tabitha Clarke
Communication Lead



Individual Reflections

Kylie Bosman

Taking on the team lead role as Kylie Bosman in 'Ground Up Architecture' turned out to be way harder than I thought. I really thought it would focus mainly on starting the company, organising everything, setting up meetings, and keeping track of deadlines. However, there was a lot more to it. Sometimes I felt overwhelmed, especially at the beginning of where to start. Everyone looked at me for guidance while I was still trying to understand everything on my own.

My main responsibility was to ensure everything came together properly. I handled our office practice profile, which meant deciding who Ground Up Architects would be and what we wanted to stand for. I managed the project timeline. I took notes during team meetings. I handled mapping. It became complicated when everyone had different schedules. I went through the entire project carefully nearing the end to double check because I kept stressing, we would miss something important. I also put together the reference list, making sure all our citations were formatted correctly.

Ruan and Lehan were incredible with technical work. They handled the SACAP work stages and complex documentation that I really struggled to understand at first. Ruan did thorough research, he actually understood all the legal requirements and building regulations, which I found quite difficult initially. Lehan worked with him to document everything correctly. They built a strong technical foundation together. I appreciated their attention to detail because even one small mistake could have impacted on the entire project.

Caitlin and Mia took care of the fee proposal and documentation, which ended up being way more complicated than we expected. Caitlin worked through all those calculations and percentages for each stage, and even when she ran into confusion with the numbers, she kept going until it was done properly. Mia made sure everything looked professional and was formatted correctly. You could see her attention to detail in the final version.

Tabitha was our communications lead and honestly helped keep everyone calm throughout the process. She wrote the client letter and shared updates in a way that felt both professional and authentic in her wording. She kept us organised through WhatsApp and Google Drive. These tools were so very crucial for quick communication. This made me realise that the voice of our company plays the biggest role of them all, and I am so glad Tabitha was in control of it.

What worked for our team was that everyone respected what each person was doing. We used Google Drive to share work and give feedback, and our WhatsApp group was constantly active.

The difficult part was making everything sound like one voice instead of six different people. Everyone writes differently, so getting it to flow together took work and several editing rounds. But that is what real architectural offices deal with.

What I learned is that being a good team leader isn't about knowing everything from the start. It's about trusting your team and ensuring everyone has room to do their best work.

Words: 502

Lehan Brink

As one of the Technical Leads in our simulated architectural office project, I gained a strong understanding of how professional architectural work is structured through the SACAP Stages of Work. This experience helped me see how each stage contributes to the overall process of designing and delivering a completed building project. I learned that successful architecture relies not only on creativity but also on a clear and technically accurate workflow. Through this project, I developed the ability to interpret and apply SACAP guidelines in a practical way that supported our client's brief for the Community Learning Pavilion. Understanding how these stages connect to tasks such as design development, documentation, and project management gave me a clearer sense of how an architectural office operates in the real world.

My main contribution to the project was researching and developing the SACAP stage mapping for our group. I focused on understanding what happens at each stage, from Inception and Concept Design to Documentation and Close Out and translating that into a visual and written plan that our team could follow. This mapping made sure that our work aligned with professional standards and that every deliverable matched its appropriate stage of development. I also cross-checked our proposed timeline and fee proposal to make sure that our project plan was technically consistent and realistic. By providing this framework, we realized how a real architectural office would structure its services.

Sharing the Technical Lead role required close collaboration and communication with my co lead and the rest of the team. We divided our responsibilities so that I concentrated on the regulation accuracy and SACAP alignment while my partner focused more on technical detailing and buildability. Working together allowed us to combine our strengths and support each other's work. Through regular meetings, discussions, and feedback, I learned how important it is for technical clarity to be maintained across all stages of the project.

One of the main challenges we faced was simplifying the SACAP documentation into an understandable and visually clear format. The official material can be complex and overwhelming, so we had to carefully filter the information to highlight only what was relevant to our small-scale project. To overcome this, we summarized the stages into concise, action-based descriptions and worked with the Project Lead to represent them graphically in our project timeline. Another challenge was maintaining alignment between the team's creative decisions and the technical process, which we resolved by maintaining open communication and flexibility in adapting our work.

Overall, this project gave me valuable insight into how technical, creative, and managerial aspects of architecture come together in real practice. It helped me appreciate how technical leads ensure that design ideas are not only imaginative but also compliant, coordinated, and buildable. Understanding the SACAP Stages of Work has made me more aware of the professional responsibilities of architects and the importance of planning, accuracy, and collaboration. This experience strengthened my confidence in handling technical roles and prepared me for the expectations of professional architectural environments.

Words: 499

Ruan Van Aardt

For this architecture office practice assignment, my group of six were given a architectural office practice brief, that focused on how a office operates behind the scenes. We were tasked with proposing a community service pavilion in a South African suburb. Each member of the team was assigned a very specific role. I was appointed as the Technical Lead along with Lehan, which meant we were responsible for researching, interpreting, and formally documenting all relevant SACAP (South African Council for the Architectural Profession) work stages in relation to this community project.

My first step was to do some research about the SACAP work stages - from Inception through to Closeout - and rewrite them in a way that directly applied to our pavilion concept. For each stage, I outlined what responsibilities would fall on the architect versus the client, ensuring there was clear accountability at every step. I detailed deliverables such as feasibility assessments, concept approvals, statutory submissions, procurement guidelines, and contract administration procedures. My goal was to create a structured roadmap that mirrored how architects and clients actually collaborate in the South African industry.

Next, me and Lehan turned our attention to legal and safety requirements that each one should adhere to. Since the pavilion would serve the public, I researched municipal regulations and building standards related to public-use structures. This made me realize how essential it is for architects to understand legislation - not just for approval, but for ethical responsibility for every individual on site, and every person that will ever make use of a building we design. To be honest it was very confusing at first, seeing that I only started to learn how an architectural office group will function, I didn't really understand at first what was expected of me.

Once the procedural and legal groundwork was complete, me and Lehan moved on to financial planning. The client's total budget was R1,500,000, and it was my responsibility to calculate professional fees, but mostly Cait's it's responsibility too, because she actually needed to do it, me and lehan only the technical side of this brief.

In the end, my contribution took the form of a complete technical and administrative documentation package that included SACAP stage breakdowns, defined responsibilities for both architect and client, a summary of legal regulations, and a structured fee proposal aligned with the R1.5 million budget. Even though the project was theoretical, the process felt like real-world practice.

This assignment taught me that architecture is not only about creative ideas - it's also about structure, negotiation, regulation, and responsibility.

Words: 422

Caitlin Jubber

My portfolio for this group project was documentation with Mia. My half of the documentation work was putting together the Fee Proposal. While working on the fee proposal, I learnt all about the different ways to calculate the different stages at different complexities of an architectural process. I also learnt different ways you can calculate your fee as an architect based on your registered level. Whether it be a flat hour rate, a percentage of the final product or a fixed lump sum, I know how to calculate it all. Making sure all the stages of the process were correct was a lot easier to do than I had originally thought. The hardest part was calculating the primary and secondary fees.

My contribution to the group was as per previously mentioned calculations and putting them all into a professional looking quote. I took the information given on the brief and used that to fill out the client's name and contact information. I did make a note at the end that all contact information wasn't to be trusted because I made it up, just in case someone really did want a quote from us. Please always read the fine print.

The team collaboration was nothing but smooth. My portfolio partner Mia did all that she needed to do with great proficiency and accuracy. She was lovely to work with. The rest of my team was just as lovely to work with. Tabitha was always there when I needed an extra opinion on my quote design and was a lovely set of fresh eyes. Kylie put together a great presentation for us as team leader and was great to work with. Ruan and Lehan did an amazing job with all our technical work. They put in an impressive amount of work. I could not have asked for a better team.

A challenge I faced while working on my portion of the project was not using the correct numbers to calculate the fee in the beginning. I could not understand why my work wasn't coming together and making much sense. Eventually the solution that came to be was me putting on my glasses. During my calculations, I had read the final decimal point as another comma. Making the number 31,734,118 instead of 317,341.18. Once I realised my mistake, I felt quite embarrassed and did not even tell the team. I guess everyone will know now.

In the real world, I can absolutely see why all this was necessary. As architects, there is more to the job than just drawing plans. We need to work with budgets, calculate fees, and we need to know who else we are working with to make sure the job is smooth and hassle free. If we just draw lines on paper without knowing the conditions we are working with, it will lead to nothing but disaster. From the documentation to the technicalities to all the different communications, it is important for us as future architects to understand this.

Words: 500

Mia Burger

To create a successful project you need seamless communication, teamwork and collaboration. That is not just in our practice, but in all practices. Architecture in general is multidisciplinary, which means you work alongside engineers, designers, clients and stakeholders.

Our communication served as the backbone of our collaboration in this project. We created a WhatsApp group and a shared google drive, with which we filed all our documents.

With that said, from the earliest stages of our development process we had a great understanding of our different roles in the project and could work together to make some parts easier for the other team members.

Regular team meetings were scheduled, during which ideas could be discussed freely, sketches could be shared, and team feedback could be provided. Other digital platforms and management tools further helped by allowing team members to update processes and coordinate tasks in real time.

This approach, combining team meetings and transparent communication made the project and process easier for all members, regardless of our work locations.

Collaboration was strengthened by inclusivity and mutual team and self-respect. Open communication allowed for constructive debate where different opinions were valued as opportunities to enhance the project rather than create conflict.

The team could navigate complex design challenges more effectively, ensuring that solutions were both innovative and practical.

I think documentation played a critical role in merging collaboration and communication. Detailed records of design decisions, meeting notes and technical drawings served as a common point that reduced misunderstandings and maintained alignment throughout the project.

Cait and I ensured that information was accurately recorded, clearly presented and easily accessible. By bridging the gap between verbal communication and deliverables, documentation allowed the team to coordinate their efforts efficiently and respond quickly to evolving project demands. Each team member showed accountability by taking responsibility for their individualized tasks, thus building trust and a supportive team effort to enhance a holistic outcome within the planned timeframe.

Our architectural team worked together with collective problem solving and shared responsibilities. Design challenges were approached with an open mindset and then the final outcomes reflected the creativity and insight of the entire team.

This collaborative practice with effective communication not only enhanced the quality of the architectural work but also strengthened the professional relationships among the team members. Through integrating the individual expertise of each discipline into a collective effort we achieved success.

I believe continuous learning and self-improvement on both an interpersonal as well as a work-related level took place. Competence, confidence and commitment from all team members within the diversity of their respective professions, led to well-engaged discussions and decision-making processes aimed at pro-active identification and effective problem solving to ensure mutual success.

In the end, this showed me that documentation is more than just managing drawings and information but is about guiding communication in the team. Every meeting and discussion became a part of a larger dialogue that made our collective work.

As one of the documentation leads, I learned, when communication flows freely teamwork thrives.

Words: 501

Tabitha Clarke

As our mock architectural office's communications lead I discovered that architecture is much more than drawings and design. It is about how ideas are shared, understood and trusted. Through this project I learned that communication is as vital as creativity. Respectful and direct communication builds teamwork and client confidence which can make or break a project. Writing the client letter and progress updates taught me how tone and accuracy shape professional credibility. I remember reading over the first draft late one evening and realising that one misplaced word could change how the entire firm sounded. That moment showed me that communication is not a side task in architecture but the thread that holds every stage together.

My main responsibility was coordinating written and verbal communication. I prepared the client appointment letter, internal updates and meeting minutes and I managed both external and internal emails to keep our tone professional and consistent. I also compiled and formatted the final portfolio, checking every page for grammar and alignment with our branding. Acting as a link between our team and the client taught me how to translate technical language into something approachable yet professional. I had to think like both an architect and a communicator, balancing the imagination of design with the clarity of documentation. I remember the relief of seeing the final PDF open correctly on my screen after many small corrections. That moment gave me new respect for the hidden administrative side of architecture.

Our team dynamic was one of my favourite parts of this project. We used Google Drive and WhatsApp to share drafts and keep one another accountable. Everyone's opinions were heard and respected which made collaboration feel real and balanced. Kylie guided the group with focus while Ruan and Lehan handled the technical precision. Caitlin and Mia completed the documentation that tied everything together beautifully. I realised that communication is not only about speaking but also about listening and timing. Understanding what someone else needs to move forward is what makes a team function. When that clicked our teamwork began to feel like a real office where trust and clarity kept everything moving smoothly.

The hardest part was blending several writing styles into one clear voice. Each person had a unique approach and it took patient editing to make our submission sound unified. I created a small proofreading checklist to help us keep consistency without losing individuality. Another challenge was staying composed under time pressure while keeping our tone calm and professional. Coordinating multiple voices taught me how much composure matters in real practice. By the end I understood that behind every beautiful structure lies careful communication. Architecture depends as much on words as on drawings. The success of any project rests on how design and conversation support one another.

Words: 462

References

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