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## Form M1: Meso Space Concept Design Generator

You manage **landscapes, cemeteries, or urban spaces** and want to create meaningful places that endure. But often, you're faced with challenges that stand in the way of success:

- Costly consultants overpromise, underdeliver, and fail to consider your project's unique context.
- Critical design decisions are unclear, leaving you frustrated and unsure.
- You lose control of your project as time, budget, and opportunities slip away.
- Thoughtful design should never disconnect people from place or come at the planet's expense.

**Meso Space is Your Guide:** At Meso Space, we believe that places should truly work — not just look good on paper. We understand the frustration of disconnected design processes and are here to help you navigate them with clarity and confidence.

That's why we reject speculative guesswork. Instead, we guide your design using a proven, evidence-based approach that ensures every project outcome is meaningful, resilient, and place-responsive.

### Our Approach: Clear, Simple, Effective

- **Data-Driven Insight** — grounding every decision in real-world site data.
- **Context-Led Design** — tailored to your location, community, and project vision.
- **Purposeful Outcomes** — delivering solutions that balance impact, aesthetics, and long-term value.

**What You Can Expect:** By working with Meso Space, you will:

- Regain control of your project with clear direction and informed decisions.
- Avoid wasted resources on disconnected designs that don't serve your goals.
- Achieve spaces that honour place, community, and environment — designed for lasting impact.

**Next Steps:** Ready to move from confusion to clarity?

- [Book a Free 15-Minute Consultation](#)
- [Request a No-Obligation Design Quote](#)

Let's shape places with purpose, together...



## Meso Space Project Brief Template

### 1. Project vision and objectives:

### 2. Project Preliminaries

Field	Description
Project Number	[Auto generated]
Project Name	[Enter Name]
Region	VIC / NSW / QLD / SA / WA / TAS / NT/ Overseas
Project Location	[Suburb / Site]
Project Type	Capital / BAU / Private / Strategic
Approx. Area (m <sup>2</sup> )	[Enter size]
Indicative Scope	[Brief: e.g. Cemetery Masterplan, Urban Park Revitalisation]
Project Sponsor	[Name]
Design Lead	[Meso Space Contact]
Project Manager	[Client Contact]
Budget Range	[Estimated Budget]
Document Repository	[SharePoint / Folder Link/One Drive]

### 3. Project Initiation & Alignment

Field	Description
Initiated by Public or Private Sector?	Y/N
Linked to Master Plan or Feasibility Study?	Y/N
Key Strategic Alignment	[Summary of existing plans informing project direction]
Business Case / Funding Status	Approved / Pending / In Development



#### 4. Services Engagement Scope

Scope Components	Details
Planning & Regulatory Approvals	e.g.: Feasibility, permits, compliance coordination, Mandatory Reports...
Site-Responsive Design	Concept development, modelling, stakeholder engagement...
Project Delivery Support	Documentation, specifications, post-design advisory...

#### 5. Design Program & Timeframes

Phase	Estimated Duration
Concept Design (SD)	[Weeks/Months]
Design Development (DD)	[Weeks/Months]
Contract Documentation (CD)	[Weeks/Months]
Tender Period	[Weeks/Months]
Construction Support	[Weeks/Months]

#### 6. Project Control & Working Groups

Group	Members	Reporting
Project Working Group	[Key Client & Meso Space Contacts]	Trust / Steering Group/Government Agency/Key Clients, etc...
Design Review Group	[Stakeholders]	Monthly Updates...
Community Engagement	[Key Public / Council Stakeholders]	Consultation Feedback...



## 7. Stakeholder Engagement

Internal	Contact	External	Contact
Operations	[Name]	Authorities	[Name]
Permits	[Name]	Heritage / DELWP	[Name]
Comms	[Name]	Community Groups	[Name]
Procurement	[Name]	Council	[Name]
Others?	[Name]	Others?	[Name]

## 8. Supporting Studies & Documentation

Study / Document	Required?	Responsible
Feature Survey	Y/N	Client / Consultant
Geotech Report	Y/N	Consultant
Arborist Report	Y/N	Consultant
Civil / Structural	Y/N	Consultant
Architects	Y/N	Consultant
Heritage / Flora & Fauna	Y/N	Specialist
WSUD / Sustainability	Y/N	Meso Space
Traffic / Access Studies	Y/N	Consultant
Community Engagement	Y/N	Meso Space

## 9. Anticipated Landscape & Amenity Elements

Element	Included?	Notes
Pathways / Access	Y/N	Type, surface
Gathering Spaces	Y/N	Shelter, seating



Element	Included?	Notes
Planting & Gardens	Y/N	Native, drought-tolerant
Memorial Elements	Y/N	Walls, rocks, plaques
Irrigation & Drainage	Y/N	Sustainability focus
Lighting & Electrical	Y/N	Public safety
Security/Gates/CCTV, etc.	Y/N	Public safety
Signage & Wayfinding	Y/N	Contextual design
Other Features	[List]	Custom as needed...

## 10. Reporting & KPI Tracking

Reporting	Frequency	Responsible
Design Progress	Monthly	Meso Space
Budget & Scope Variations	Bi-monthly	Client PM
Stakeholder Updates	As Required	Project Lead
Environmental & Social KPIs	Per Milestone	Meso Space
Others	Note	Name

## 11. Project Team Contacts

Role	Name
Project Sponsor	[Name]
Design Lead	[Meso Space Contact]
Project Manager	[Client Contact]
Regional Manager	[Name]
Consultants	[List]
Community Liaison	[Name]

## 12. Project Sketch and Overall Positioning & Size



To support the design process, please provide a **project sketch or diagram** indicating the following:

- **Overall site positioning and boundaries**
- **Approximate size of the project area (in m<sup>2</sup> or hectares)**
- **Relationship to existing site features (e.g., pathways, vegetation, structures)**
- **Access points, service areas, or key functional zones**

**Additional Information Requested:**

If available, please also share:

- Site survey plans, aerial images, or GIS data
- Any existing masterplans or strategic layouts (Roads, Access, etc)
- Notes on elevation, drainage, or significant landform features (Creek, water way, etc)
- Specific design considerations (heritage zones, buffer areas, etc.)

 If you prefer, you can email supporting files directly to [project@mesospace.com.au] or fill this form to receive a **free, fast, and easy design quote**, or alternatively, **book a free 15-minute consultation meeting**.

Assume your cell size to be 1x1m, 2x2m, 10x10m, or as required based on project scale.

Cell Size:				North Arrow:			






Other Notes?

### Use Form M2: Project Schedule

Please provide your estimated timeframes for this project.

Project Name		Project Start Date	DD/MM/YYYY		
Project Number		Project Lead	Hamed T		
Client's Name		Project Manager	Armin M		
WBS	TASK	START DD/MM/YYYY	END DD/MM/YYYY	DAYS (Number)	
<b>1</b>	<b>PRELIMINARIES</b>				
1.1	Appointment and Mobilisation; develop scope and Design Brief				
1.2	Stakeholder Consultation and Brief Approval				
<b>2</b>	<b>CONCEPT DESIGN (SD)</b>				
2.1	Schematic Design				
2.2	DRAFT Concept Design				
	HOLD POINT- Stakeholder/Client Review				
0.1	Approval to proceed				
<b>1</b>	<b>DESIGN DEVELOPMENT (DD)</b>				
1.1	Draft Design Development				
	Consultants input				
0.1	HOLD POINT- Stakeholder/Client Review				
0.2	FINAL Design Development - Approval to proceed				
<b>4</b>	<b>CONTRACT DOCUMENTATION (CD)</b>				
4.1	Draft Contract Documentation				
4.2	HOLD POINT- Stakeholder/Client Review				
4.3	FINAL Contract Documentation - Issue Tender pack				
<b>5</b>	<b>HANDOVER</b>				
5.1	Meeting to formally handover tender pack to Client/s				

 If you prefer, you can email supporting files directly to [info@mesospace.com.au](mailto:info@mesospace.com.au) to receive a [free, fast, and easy design quote](#), or alternatively, [book a free 15-minute consultation meeting](#).

Please feel free to send through more site photos and any complementary documents if you wish, and we will get back to you shortly.