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Recruiting Subject Matter Experts for the CHOP 3rd Edition

Are you interested in helping shape architectural practice and develop the Canadian Handbook of Practice for Architects 3rd Edition? We would like to hear from you.

The RAIC is developing the Canadian Handbook of Practice for Architects (CHOP) 3rd Edition to be published in June 2019. User surveys and information-gathering were conducted in late 2017 and early 2018 and the outline for the CHOP 3rd Edition was developed by the CHOP Editorial Board. We are now recruiting volunteer subject matter experts (SME) to write new chapters, revise existing content, and create digital tools. SME volunteers will receive an honorarium and acknowledgement in the CHOP 3rd Edition.

The CHOP 3rd Edition Content Development Process

To help volunteers better understand the role, responsibilities, and time commitment of the Subject Matter Expert (SME) a brief description of the development process is provided.

The CHOP 3rd Edition Project is divided into milestones. Milestones 2 and 3 address the development and implementation of the delivery platform. Milestones 4, 5 and 6 are the creation of new chapters and revisions of existing content. Milestones 4, 5 and 6 also include creating digital tools, such as checklists and templates, that support the content.

The CHOP Editorial Board has analyzed data gathered from user surveys and grouped chapters into blocks of common themes (see table below). This analysis will be provided to the SMEs. SMEs interested in working on specific content will be grouped in teams. Team members will write and review each others' contributions, building towards a consensus on the content. The deliverables of the team are the chapter(s) content, checklist, and templates. Interim drafts will be reviewed by the Editor-in-Chief and the Editorial Board. The Editor-in-Chief may also share interim drafts with specific interest panels possessing specialized knowledge. Specific interest panels will comment on overarching themes that touch numerous chapters, such as BIM or sustainable design. Input from specific interest panels will be filtered through the Editor-in-Chief and the Editorial Board and provided to the SME teams for inclusion.

Schedule

For publication in June 2019, in preparation of the 2020 ExAC, all content must be written by January 2019. Reviewing, editing, graphic layout, translation, and digitization of checklists and templates are planned for completion by April 2019. To meet this deadline the work of



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Milestones 4, 5 and 6 will commence as soon as the SME teams are formed. Interim deadlines will be established for each team once members of the team are established.

Subject Matter Expert Requirements, Commitment, and Honourarium

SMEs require:

- strong writing skills in either French or English
- in-depth knowledge and experience of architectural practice
- have expertise in their choice of CHOP chapters, and
- are or have been licensed to practice Architecture in Canada, or possess specialist knowledge in a specific area.

SMEs can anticipate a time commitment of between 20 to 40 hours by January 2019 and a further 10 to 15 hours to April 2019. These commitments may vary.

It is anticipated that 24 subject matter experts will be required to undertake this work (8 volunteers per milestone).

There will be a one-day kick-off meeting for each milestone. Travel and accommodation will be provided. Kick-off meeting will typically be held on a Sunday or Monday. Thereafter, communication is by teleconference and web meeting.

Volunteer SMEs will receive a \$1,000 honorarium at the completion of the milestone and acknowledgement in the CHOP 3rd Edition.

Although not a requirement, preference in selection may be given to RAIC members.

Content Blocks

The list below features the milestones, block and anticipated work needed to the CHOP.

Milestone 4

Block	Chapters	Title	Description
4-1	1.1.1	The Role of the Architect	Major Revision
	1.1.2	The Architect and the Profession	Major Revision
	1.1.3	Professional Conduct and Ethics	Major Revision
4-2	1.1.4	Career Transitions	New Section
	1.1.5	Mentoring and Supervision	New Section
	2.1.3	Succession Planning	Revision
4-3	1.1.6	Admission to the Profession	Revision



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4-4	1.1.7	The Organization of the Profession in Canada	Revision
	1.1.8	International Architectural Organizations	Revision
	1.2.1	The Construction Industry	Major Revision
	1.2.2	The Client	Major Revision
	1.2.3	Consultants	Revision
	1.2.4	Building Regulations and Authorities Having Jurisdiction	Revision
	1.2.5	Standards Organizations, Certification and Testing Agencies, and Trade Associations	Revision

Milestone 5

Block	Chapters	Title	Description
5-1	2.1.1	Organization of an Architectural Practice	Revision
	2.1.2	Starting an Architectural Practice	New Section
	2.1.5	Financial Management	Revision
	2.1.6	Office Administration	Revision
5-2	2.1.4	Public Relations and Marketing	Major Revision
5-3	2.1.7	Communications	Revision
	2.1.8	Human Resources	Revision
	2.1.9	Quality Management	Major Revision
	2.1.10	Technology Systems	New Section
5-4	2.1.11	Risk and Professional Liability ¹	Major Revision
5-5	2.1.12	Architectural Services and Fees	Major Revision

Milestone 6

Block	Chapters	Title	Description
6-1	2.3	Management of the Project	Revision
	2.3.1	Managing Project Scope and Stakeholders	New Section
	2.3.2	Management of the Project	Major Revision
	2.3.3	Types of Construction Project Delivery	Major Revision
	2.3.4	Cost Planning and Control	Revision
6-2	2.3.5	Pre-design	Major Revision
	2.3.6	Schematic Design	Major Revision
	2.3.7	Design Development	Major Revision
	2.3.8	Construction Documents - Drawings	Revision
	2.3.9	Construction Documents - Specifications	Revision
6-3	2.3.10	Construction Procurement	Revision

¹ E&O insurance industry representatives have agreed to support work on this section collectively however SMEs are still needed.



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	2.1.11	Contract Administration – Office Functions	Major Revision
	2.1.12	Contract Administration – Field Functions	Major Revision
	2.1.13	Take-over Procedures, Commissioning, and Post-occupancy Evaluations	Revision

Application

Please submit an expression of interest, including those milestones and blocks that are of greatest interest to you, along with a current CV to Donald Ardiel, Editor-in-Chief.

Applications will be received throughout July, August and September. However, the building of SME teams will begin as soon as there are a sufficient number of appropriate applications.

Please do not hesitate to call if you have any questions.

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