About the BSA

The Boston Society for Architecture is a community committed to improving the quality of life for everyone through architecture and design.

We are a chapter of the American Institute of Architects (AIA) and a community nonprofit.

Architecture is for everyone.
BSA Virtual Program: Architecture Firms and Remote Work

Tuesday, March 17, 2020
ERIC WHITE HON. AIA
Executive Director
Boston Society for Architecture
Presenters

DIANA NICKLAUS AIA
President and CEO
saam architecture

CYNTHIA GIBSON MURPHY AIA
Associate Partner and Senior Project Manager
Margulies Perruzzi Architects
Webinar Guidelines and Etiquette

SOUND
• All participants will be on mute mode. Click on Microphone icon on the lower left side of your screen

DISPLAY
• Live view vs Gallery view your display: if you prefer not to show yourself to others, you may toggle this on/off

Q+A
• Q&A: Thank you for all your questions! Feel free to use the Chat option on the lower middle right side of your screen. However, due to the overwhelming response and questions, we have selected a few key questions at this time. We will use your questions for more sessions!

RECORDING
• BSA WILL BE RECORDING THIS MEETING FOR ON-DEMAND, AND WILL SHARE THIS WITH THE COMMUNITY

BSA’S NEXT WEBINAR
• TBC.
Firm Intro: margulies perruzzi

Full time staff
Just under 50

Monday-Friday
8:30 – 5:30
Firm Intro: Work sectors

• Real estate
• Workplace
• Healthcare
• Science & Lab
A chapter of the American Institute of Architects (AIA) + a community nonprofit.

Firm Intro: Remote working history

- **2014**: 10 VPN licenses
- **2015**: 1 license/2 staff
- **2017**: 1 license/1.5 staff
- **2020**: 1 license/1 staff

BSA - BOSTON SOCIETY FOR ARCHITECTURE

marguliesperruzzi
Technology solutions for different working needs

Remote working
• 100% staff access to file server
• 20% staff on laptops
• 80% access to a computer with hard connection to server

Work needs vary
• Project type
• Project phase
• Demographics
Technology solutions for different types of workers

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### Tools: VPN

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**BSA**  
**Margulies Perruzzi**
Tools: Revit

• Worksharing Monitor
• Communicator
Tools: Revit

• Communicator
Tools: internal communication

Skype for Business
• Internal messaging
• Screen sharing

CONVERSATION

Tuesday, March 17, 2020

can you see my screen?

yes

so as you can see on my screen in revit, what do you think about the curve in the ceiling within the waiting room?

The downlights look a little close to the edge of the curve, there could be framing issues with the housing

i can give you control so you can move them to where you think they should be
Tools: External communication

Conference & video calls

Late 1990’s 2017 2020

- Cisco Webex
- JoinMe
- Zoom
Decisions

Network Security
- Firewall
- Anti-virus
- Malware

Cloud Applications & File Servers

Computer Selection
- Performance over convenience
Challenges

Testing
Moving Forward - Communication

Remote Work & Virtual Meetings

Meghan and I just tried to test a Zoom meeting through our phone apps and neither could get the audio to work.

Brittany Page 11:27 AM today
@Jenny Ragan did you download the iPhone app? It pops up with the prompt to test audio and microphone.

Jenny Ragan 1:10 AM today
@Brittany Page Yes through the iPhone app. It kept telling us to join audio, but would not let us do that. Brought up an error each time I clicked “Join Audio”.

Brittany Page 11:13 AM today
@Jenny Ragan these are my settings which worked for a Zoom meeting yesterday

Always Share Video Preview
Always share video preview dialog when joining a video meeting.

Auto-Copy Meeting Link
Automatically copy invitation link, once the meeting starts.

We just had Team's virtual meeting with a consultant. Same issues with audio because he didn't have speakers and mic on his computer. Because it was just 3 of us we just conference called from cell phones. Video and Share screen worked well once we figured out how the share screen worked. It's nice having the messaging bar to chat in also. Were able to use that to discuss how to handle the audio when it wasn't working.

John Fowler 11:21 AM today

1 like
# Firm Intro: Saam Architecture

## Quick Facts
- **Saam** = together
- **Founded in 2014** by Diana Nicklaus and Jacobus Louw
- [Remote work capability for all staff since its founding](#)
- 23 team members
- WBE/DBE firm
- 15+ years working together

## Sectors
- Aviation
- Civic
- Corporate
- Cultural Arts
- Defense
- Federal
- Healthcare
- Higher-Ed
- Hospitality
- K-12
- Laboratories
- Libraries
- Master Planning
- Mixed-Use
- Residential
- Retail
- Transportation

## Clients
- Massport
- MIT
- DCAMM
- Northeastern
- UMass
- MSBA
- Department of Defense
Tools: Networking (VPN) and File Sharing

• SonicWall / Net Extender and others
• Make sure you have enough channels/accounts
• Consider file sharing platforms for clients:
  • Cisco
  • Sharefile
  • Google Drive
  • Dropbox
Tools: Communication via Slack, Skype, Teams

- Shows online status
- Group chats
- Project channels
- Paste in images/snippets
- Upload files
- Free versions available
Tools: BIM 360

• Cloud based
• VPN connection not required; just internet
• Operational if firm server is down
• Reduces time for manual model sharing
• Additional 360 tools: documents, management, etc.
• More efficient; helps slow connections
Tools: GoTo Meeting / Skype / Zoom

- Range of solutions
- Capability to share screens and draw
- With multiple accounts, establish a way to avoid contemporaneous sessions
Tools: Bluebeam Redline Session

- Coordinated redlines & communication
- Manager can markup a set and then track progress outside the model or CAD
Tools: Communication via Cell Phone

• Better communication
• Availability / flexibility
• Texting
• Facetime
• GoToMeeting App
• Skype App
• Slack App
Decisions: Remote Work Guidelines

- Varies by firm, by project team
- Specific work hours vs. open schedule
- Established times for check-ins, meetings, collaboration
- Access to shared resources (i.e. Revit, Rhino, or limited license software)
- BIM workflow
Challenges & Solutions: Change

• Not only technological change, but also a new mindset and challenge to the status quo

• Domestic distractions and responsibilities - may require flexibility of schedule and otherwise during the COVID-19 phase

• Stick to established workflow protocols when possible (i.e. no saving to local drive, frequency of saving to central)
Challenges & Solutions: Accountability

• Mutual respect and trust that people take careers seriously
• Provide some online indicator that one is at the computer, in a meeting, or away
• Encourage young people to ask questions; consider how to mentor differently

• Clear definition of responsibilities amongst team members
• Routine reporting of task completions to project leads
Challenges & Solutions: Design Collaboration!

- Use a conferencing or instant messaging software that shares screen and allows for sketching and markup; create a virtual pinup
- Be clear on who is participating on a call, and make sure all are encouraged to participate
- Use the BIM model in virtual meetings
- Send photos of sketches, precedents, concepts for the whole team
- Invite the client
Challenges & Solutions: Construction Administration

• Use virtual tools, facetime
• For necessary site visits, send one key decision maker
• Consider adding to company safety standards
• Check in with in insurance
Q+A Session with Presenters

DIANA NICKLAUS AIA
President and CEO
saam architecture

CYNTHIA GIBSON MURPHY AIA
Associate Partner and Senior Project Manager
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Thank you!

Your feedback is important. Write communications@architects.org.

Stay up to date at architects.org.

Join our social media conversations on Facebook, LinkedIn, and Twitter.