



AIA SFxPA

**2<sup>nd</sup>-on-2<sup>nd</sup>** SMALL FIRM FORUM

# **JUNE 2025 CALL SUMMARY**

04.08.2025 Presentation/Discussion

Facilitated by:

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# KEY TAKEAWAYS – HOW TO COLLABORATE

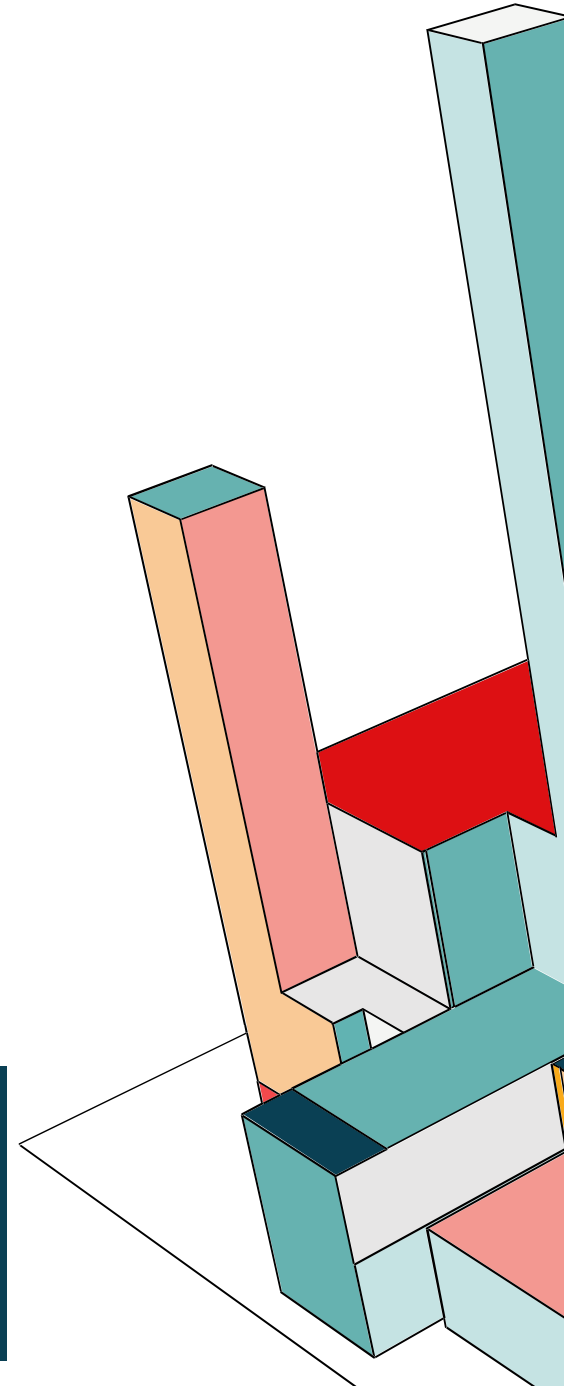
- ✓ **Why Collaborate** – Peer review, expert subject matter partner, loaned or borrowed staff, and mergers and acquisitions
- ✓ Joint ventures are very difficult | recommendation is to have partners as sub contractors
- ✓ **What Collaborations Suits Your Needs** – Suggestion is to do a **SWOT analysis** of your firm (Strengths, Weaknesses, Opportunities and Threats). This will help identify where collaboration will be best for your firm.
- ✓ **How to Collaborate**
  - ✓ Clear Definition of roles and responsibilities (use responsibility matrix resource)
  - ✓ Document how you will share written and verbal directives
  - ✓ Document how you will share publication, liability, compensation and awards for the project
  - ✓ Decide on your communication timeframe | Weekly, Monthly, Quarterly
- ✓ **LINK to the collaboration Directory**
- ✓ **Best ways to share documents**

✓Revit & Revit 360	✓Office 360/Teams
✓Apple has Free MS Office	✓Trello
✓Google	✓Bluebeam Studio
✓Slack	

## Upcoming Small Firm Forums :

August 12<sup>th</sup> | AI Part 2: Accessible Tools for Small Architecture Practices

October 21<sup>st</sup> | Business Development: Practical Strategies + Automated solutions



# CONNECT WITH AIA PENNSYLVANIA SMALL FIRM FORUM

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Our website:  
<https://aiapa.org/committee/small-firm-exchange/>

Get on our mailing list:  
Email Susan Frear  
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