BLINKSIGNS

Wayfinding Master Plan Deliverables & Approval Gates

What belongs in strategic planning, what moves into sign programming, and what must be retained after installation. Key distinction: a master plan establishes navigation strategy; a sign schedule translates approved information into individual physical signs. Detailed schedules need not all be finalized when the strategic master plan is approved.

1. Required Planning and Project Documentation

Stage	Deliverable	Reviewable Evidence	Typical Lead
Strategic	Project scope and intended users	Owner-approved brief	Owner / project manager
Strategic	Existing-condition audit	Photographs, routes, sign defects and findings	Facilities / wayfinding lead
Strategic	Destination hierarchy	Approved names, aliases and location structure	Authorized facility representative
Strategic	Journey and decision-point records	Origin-destination pairs; critical route decisions	Wayfinding / operations lead
Strategic	Signage system standards	Family logic, visual rules and exceptions	Design authority
Implementation	Sign-location and message schedules	Approved sign IDs, drawings and public messages	Project manager / design lead
Implementation	Technical and specialist reviews	Scoped reviews with resolved conditions	Qualified reviewers
Implementation	Prototype and fabrication documents	Samples, drawings, materials and approvals	Signage supplier / design authority
Implementation	Temporary circulation plan	Approved detours, triggers and rollback process	Operations / relevant reviewers
Commissioning	As-installed inventory	Verified locations, messages and revisions	Installer / facilities
Commissioning	Route-test and correction records	Observed attempts, issues and signed corrections	Project manager / owner
Operations	Destination and change-control register	Named owner, revision rules, review triggers	Facilities / destination owner

2. Project Stage Approval Gates

Approvals should match project stage to prevent premature fabrication or unapproved field modifications.

Gate	Evidence That Supports Review	Decision
1. Master plan	Approved destinations, route principles and stakeholder scope	Accepted strategy; unresolved details assigned
2. Design	Approved sign families, schematic locations and specialist dependencies	Design direction accepted
3. Programming	Message and location schedules, version control, technical reviews	Implementation documents accepted
4. Fabrication	Approved drawings, materials, samples, messages and authorization	Production permitted to proceed
5. Installation	Confirmed access, operational coordination and work approvals	Site work permitted
6. Acceptance	Field inspections, journey test results and corrections	Closeout decision documented

Implementation Example (Candidate sign S-042): Audit A-014 finds an inaccurate 'Public Services' message. Journey J-003 leads a first-time visitor from Parking P2 to Visitor Services in Building B. At decision point DP-017, a revised directional message is proposed for candidate sign S-042. The fictional naming approval G-NAME-01 applies only to the illustrative example. Fabrication remains on hold until the message, location and technical reviews are approved.

Technical Authority Note: The VA Signage Design Manual provides an institutional reference for master planning and signage programming. Its provisions are not automatically mandatory for every private facility. Applicable local building codes, life safety codes, and project duties must be reviewed independently. (Source: https://www.cfm.va.gov/til/dManual/dmSignage.pdf)