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SIGNATURE TRADE ESTIMATING TRAINING PROGRAM

Week 1: Introduction to Estimation and Reading Plans

- Overview of estimation in construction.
- Roles and responsibilities of an estimator.
- Importance of accuracy and detail-oriented work.
- Basics of reading plans, including types of construction drawings, scales, and keys.
- Reading and interpreting blueprints and specifications.
- Hands-on activity with basic plans followed by a group discussion and feedback session.

Week 2: Interpreting Information

- Understanding construction documentation such as addenda, change orders, and RFIs.
- Gathering and organizing document information.
- Detailed look at plan components, common symbols, and notations.
- Workshop on interpreting complex drawings with case studies.
- Guest speaker or industry visit for practical insight.

Week 3: Take-offs and Quantitative Analysis

- Introduction to quantity take-off, including essential tools and software.
- Performing take-offs, understanding measurement units, and step-by-step guidance.
- Review of different take-off methods like surface area and volume.
- Individual exercises with peer reviews and instructor feedback.

Week 4: Summarizing and Detailing

- Summarization techniques and categorizing information.
- Accurately detailing quantities and organizing take-off data.
- Reporting and presentation skills using software and tools.
- Comprehensive mock estimation project from start to finish.
- Group presentations of the final project with feedback and suggestions.
- Review of key learning points and awarding of completion certificates.