

Completed Date	Intern Training Agenda/Program Detail	Primary Contact Estimator
	Week 1	
	Day 1 (Monday)	
	Introduction and orientation	
	Who is Austin Commercial	
	What is pre-construction	
	How to read drawings	
	Introduce estimating tools including software; On-Screen Take-off (OST), Timberline, Bluebeam, guidebooks, references (Walkers, Means, Construction Dictionary, Google. Use of Scales (L X W X D, old school method)	
	Introduce BIM/VDC, Revit, Navisworks	
	Introduce ASPE	
	Introduce SAVE	
	Day 2, 3, 4	
	Take-off Boot Camp Module	
	Introduce the minimum skills required to be part of the preconstruction team	
	Estimating Skills	
	Skills and disciplines that need to be developed and how to develop them	
	Why We Estimate	
	The different uses for construction estimates	
	How an estimate is used affects estimating	
	Different Types and Levels of the Estimate SF, Unit Cost, Manhours, Assemblies, ROM	
	How the amount of information available to you, the time you are allowed to prepare the estimate affects the quality and accuracy of the estimate	
	Back checking an estimate through Rules of Thumb	
	Benchmarking an estimate by adjusting for escalation/inflation, geographic location and year built	
	Construction delivery methods	
	Construction management, design build, lump sum bidding and contracts.	
	Estimate organization	
	Uniformat, MasterFormat (CSI)	
	Introduce basic take-off techniques walk the drawings	
	Estimating means and methods	
	Estimating Materials	
	quantity take-off procedures, waste factors, pricing methods	
	Estimating the Cost and Quantity of Labor	
	adjusting the estimate for production rates	
	Estimating Overhead and Profit Markups	
	how, when, why to add contingencies	
	adjusting the estimate for risk, inflation, geographic location	
	Estimating Errors	
	common errors and how to avoid them	
	Determining and Using Unit Prices	
	how, when, why, to use unit prices	
	Crew method, what it is, how to use it	
	using unit prices for conceptual estimating and for detailed estimating	
	Day 5 (Friday)	
	Maintain experience log	
	Week 2 thru Week 9	
	New hires are given the opportunity to:	
	Participate in subcontractor/vendor solicitation	
	Participate in subcontractor qualification	
	Understand a Scope Sheet	
	Participate in prepare bid forms & bid packages	
	Participate in receive, analyze & make bid recommendations	
	Participate in design review meeting	
	Participate in constructability review meeting	
	Participate in Preconstruction kick-off meeting	
	Participate in project specific safety planning	
	Week 2	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 3, 4, 5 (concrete, masonry, and steel)	
	Uniformat Substructure	
	L, M, Equipment, not \$/units	
	Introduce concrete estimating fundamentals and prepare an estimate of concrete foundations	
	Introduce quantity take off techniques and prepare a concrete slab estimate	
	Introduce estimating masonry	
	Introduce the conceptual cost of structural metals	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete structure takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Week 3	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 7, 8 (exterior wall construction, roofing)	
	Uniformat Shell	
	Introduce quantity take off of roofing and waterproofing	
	Introduce unit prices to price doors and windows	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete shell takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Site Visit # 1	
	Week 4	
	Day 1 (Monday)	

	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 6, 9, 10 (carpentry, finishes, specialties)	
	Uniformat Interiors	
	Introduce quantity take off and estimate of rough carpentry	
	Introduce quantity take off and estimate various finishes	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete interiors takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Week 5	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 2, 11,12, 13,14 (demolition, equipment, furnishings, special construction, conveying systems)	
	Uniformat Equipment & Furnishings and Special Construction & Demolition Take-off	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete services takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Site Visit # 2	
	Week 6	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 15, 16 plumbing, HVAC, fire protection, electrical)	
	Uniformat Services	
	Introduce quantity take off and conceptual estimate of mechanical systems	
	Introduce quantity take off and conceptual estimate of electrical systems	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete equipment and furnishings takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Week 7	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 13, 2 (special construction, existing conditions)	
	Uniformat Special Construction & Demolition	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete special construction and demolition takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Site Visit # 3	
	Week 8	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce Quantification of CSI Division 31, 32, 33 (earthwork, exterior improvements, utilities)	
	Uniformat Building Sitework	
	Prepare quantity take off of excavation and backfill	
	Introduce earthwork estimating	
	Introduce utilities and other site amenities; paving, underground utilities, and other sitework	
	Assign new hire to perform parallel estimate alongside preconstruction team member on current module	
	Day 3, 4, 5	
	Complete sitework takeoff	
	Day 5 (Friday)	
	Maintain experience log	
	Week 9	
	Day 1 (Monday)	
	Review prior week experience log	
	Take-off Boot Camp Module	
	Introduce project execution planning	
	site logistics, scheduling, quality controls, procurement, project controls, safety	
	General Conditions, what are they and how to estimate	
	Insurance, Overhead, Profit definitions	
	Day 3	
	Take-off Boot Camp Module	
	Introduce benchmarking, material evaluations, value management	
	Day 4, 5	
	Complete benchmarking study	
	Day 5 (Friday)	
	Maintain experience log	
	Site Visit # 4	
	Week 10	
	Day 1 (Monday)	
	New Hire Presentation	
	"What We Learned and Building a Better Program" (Brainstorming for next year)	
	Day 2	
	Farewell Luncheon	
	Exit Interview on how to improve the program	
	Last day	