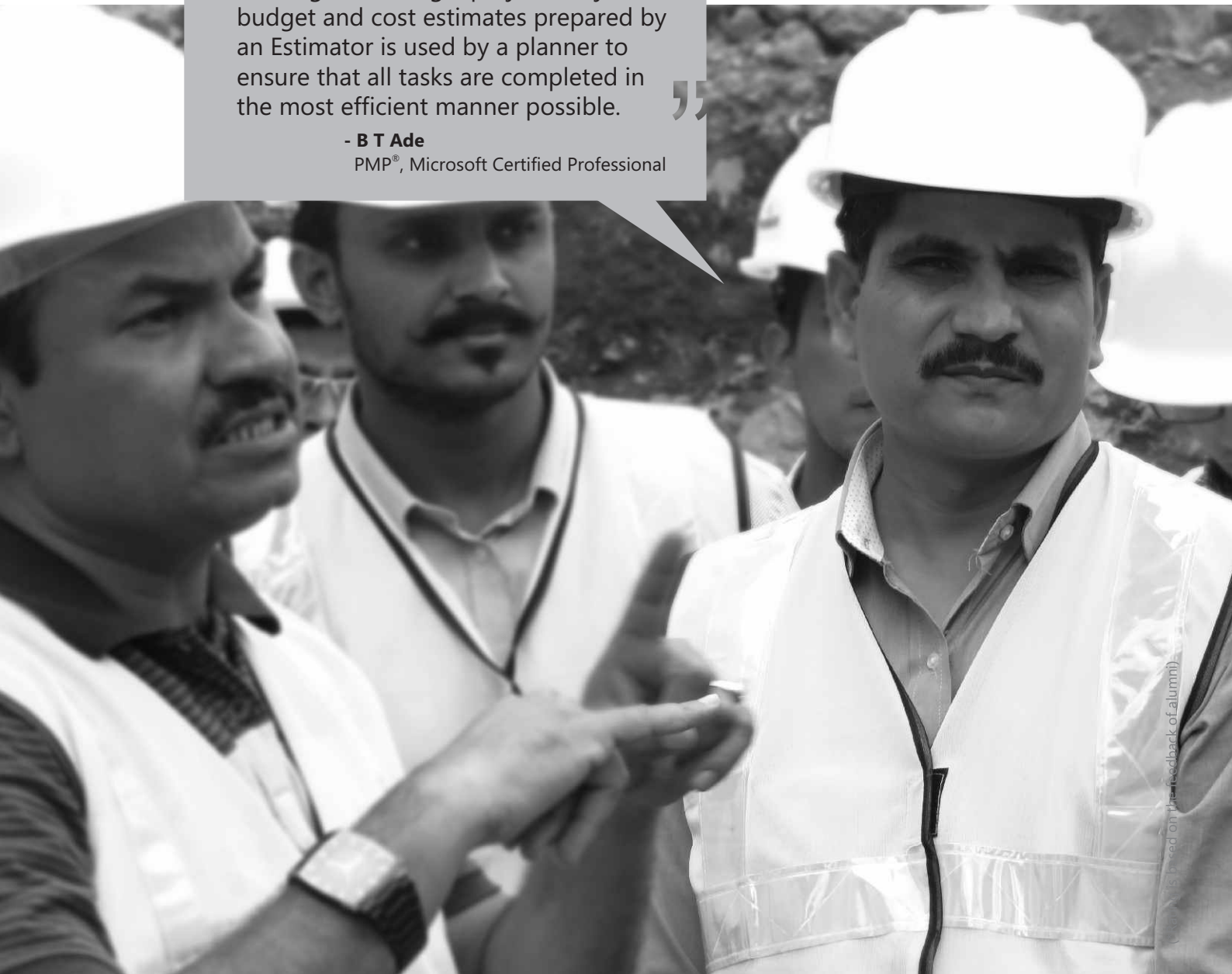


# Project Estimation & Planning

User rating\*  
\*\*\*\*\*

“Project estimator and planner can be the difference between a company winning and losing a project. Project budget and cost estimates prepared by an Estimator is used by a planner to ensure that all tasks are completed in the most efficient manner possible.”

- B T Ade  
PMP®, Microsoft Certified Professional





# Project Estimation & Planning using MS Project / Primavera

70 hrs /  
80 hrs



## What makes a good Estimator & Planner?

As an estimator & project planner, you would work closely with other professionals including construction managers, design teams, execution team, stores, HR as well as finance teams so team working skills are essential. He must have an eye for detailing and power of visualization.



## Weekly batches in Pune

### Monday to Friday

2 hrs a day

### Weekend batch - Sunday

6 hrs a day

Batch timings are flexible as per the availability of trainer / learners.

## What does an Estimator do?

- Gathering quotes from sub-contractors and suppliers
- Researching materials, equipment and labour costs
- Analysing company data, exchange rates and prices
- Preparing and submitting quotations for work
- Helping with bids & contracts
- Advising on procurement strategies
- Preparing project budgets and costs & optimising it
- Supporting billing
- Monitoring the stages of a project to make sure that costs are kept in line with forecasts

## What does a Planner do?

- Analyse drawings, specifications and statement of works and prepares scope of project
- Prepare WBS
- Assessing levels of risk on a project
- Prepare project schedule
- Liaison with execution team to ensure desired level of project progress
- Monitor, track, review & update project plan
- Earned value & variance analysis to control project scope, time and cost
- Highlight anticipated delays & deviations, suggest means to overcome them and prepare catch-up plans
- Maintain productivity & progress reports (Cost-value, MIS etc)



## GET THE CAP OF PROJECT ESTIMATOR / PLANNER

### Who shall do this course?

Civil / Planning Engineers, Quantity Surveyors, Project Cost Control Engineers, Project Engineers.

Basic knowledge of working of site and project planning are necessary to get more benefit of this training. You shall be logical in approach and bear organizational skills.

### What are the job opportunities?

This certification opens the door of position of Project Estimator, Planner, Cost controllers and in future Project Manager after relevant experience.

### Is there any placement support?

Yes, infini's student gets placement support after completion of this course. Though the guarantee is not taken to place you, few contacts of job opportunities are definitely shared with you. You can then approach to those companies on your own.



### Why should you learn?

Estimating and Planning are one of the most important parts of construction management. It involves making full proof estimate and careful choices on ways to complete the projects on time and within budget within available resources. Good estimator and planner are backbone of a successful project.

### How should you learn?

In estimation, you will learn takeoff of quantities, analyzing rates, doing BOQs and preparing project budges. Base of excel and autocad will help you gain proficiency in doing so.

Microsoft Project or Primavera is used for project planning. MS project is used as a project management tool in Indian construction industry while primavera is used in MNCs. This knowledge is helpful to deliver intended project values.

On the basis of BOQ and project budget, with this tool you can develop a plan by linking thousands of the tasks, assign resources to each task, schedule project, track its progress, manage the budget, and analyze workloads. You can effectively plan and manage all resources and ensure right project progress.



### What are the course objectives?

To prepare you a good estimator and planner who can effectively use this knowledge for preparing accurate estimates and feasible project plans.

# What is the course syllabus ?

## Estimation

- Role of a estimation engineer
- Concept of project & it's processes
- Conversion of units & conversion of rates
- Principles of measurement as per IS code
- Study of civil drawings
- Specifications and materials
- Bar bending schedule & rate analysis
- Different types of estimate
- MEP works, drawings and its estimation
- Project budget and its heads
- Monthly valuation and billing
- Legal aspects and contractual obligations
- Prepare various reports
- Tendering basic

## Planning using MS Project

- Planning a project
- Getting to know Microsoft project
- Creating a project
- Identifying the work to be done
- Building a schedule & a team for project
- Assigning resources to tasks
- Setting up a project budget
- Reviewing and fine-tuning project plan
- Saving the project plan
- Tracking status
- Evaluating and correcting project performance
- Exchanging data between programs
- Linking and embedding
- Customizing
- Reusing project information
- Earned value analysis
- Time and cost controlling

## Planning using Primavera

- Describing enterprise and project-specific data
- Creating a project & customizing layouts
- Describing components of EPS
- Defining & creating the WBS hierarchy
- Adding activities & creating relationships
- Project scheduling & assigning constraints
- Using reflection projects
- Merging changes
- Formatting schedule data
- Describing and assigning roles and resources
- Assigning & analyzing resources
- Baselining & optimizing the project plan
- Updating the schedule
- Rescheduling the project
- Reporting Performance
- Using earned value analysis
- Managing multiple projects
- Leveling resources

# What are the learning outcomes?

Upon successful completion of the program, as an Estimator you will be able to demonstrate

- accurate reading of various drawings & use of principles of measurements;
- use of relevant code of standards;
- accurate taking-off quantities & rate analysis;
- preparation of BBS and BOQ;
- preparation of project budget, its monitoring & control;
- cash flow preparation,
- monthly RA billing, billing for subcontractors & client;
- prepare detailed reports.

As a Planner, you will be able to demonstrate

- prepare organizational structure;
- select right project; identify project stakeholders and their requirements;
- analyze project requirements, define project scope, validate and control project scope;
- create project WBS;
- develop & control project schedule, resources;
- develop budget of the project;
- monitor & control project;
- create project dash board; generate reports, and its customization;
- do earned value & variance analysis;
- learn time & cost controlling techniques.

## Tutors

### B T Ade

M. E. (CM), PMP®, Microsoft Certified Professional, having experience in project planning, execution & management using software. With over 17 years of project management experience, B T Ade is your instructor.



### Vipul Patil

BE (Civil), having 19 years of vast and varied experience in designing, estimation, costing, project planning & execution. Worked with Satish Marathe consulting engineers (Pune), Force 10 (UAE), Bhavan Contracting Company LLC (UAE), Galfar SAOG (Oman)



**Extra support / benefit**

Infini's student gets 3 months extra online support after completion of the program to resolve basic issues being faced by the learner on site.

10% discount on fees is available to all infini's students for registering to 2nd or subsequent programs.

Cash reward / concession in fees after you recommend a good candidate to our course and if he/she registers for the program with infini.

**Guarantee**

Infini takes guarantee to imbibe necessary technical, applied and software skills into you to make you more efficient and **deserving to handle higher responsibilities leading to increments and promotions.**

**What is the Software base to this training?**

You will be exposed to AutoCAD for reading various drawings, and excel for doing rate analysis and preparing BOQs, budgets. MS Project or Primavera will be taught to you for project planning & scheduling.

**What is the learning method / pedagogy?**

All the fundamentals are taught from the point of view of their practical applications on field. Actual drawings are shared with you to study and learn skills of taking-off quantity & preparing estimates and budgets. All the fundamentals are taught from the point of view of their practical applications on field. Basic concepts of CPM and project planning are made clear. Visualization and logical thinking skills are developed possibly through site visit. Ample assignments are given for study and confirmation of actual learning.

**How does assessment take place?**

After completion of major learning / topic, there is an assignment to judge your level of understanding of that particular chapter. Overall there can be 8-10 assignments. Your performance is tracked and finally converted into 'Grade' which is reflected on the certificate.

A+: Excellent; A: Very good; B: Good; C: Satisfactory

**How to pass and avail certificate?**

You need to attend all sessions, complete all assignments, appear for an external viva and pay all fees to be eligible for this certificate.

**What are the requirements / pre requisite to undergo this training?**

You need to be a positive learner. You shall bring a scientific calculator, a measuring tape and laptop every day. Assignments shall be completed and submitted on time. 100% attendance is compulsory and generally, deliveries are not repeated.

**Language of instruction**

English (mostly) and Marathi or Hindi (if necessary)

## Why choose us?



by EAL, UK

**We build trust at infini. Along with quality delivery,  
at infini you are ensured to get**



Right  
Approach



Right  
Curriculum



Right  
Trainer



Right Study  
Environment



Right Skills  
Development

## About Infini:

Infini Institute is a companionship of Civil Engineers formed with a motto of imparting value added competency enhancement trainings to the construction personnel, students and faculties at all levels to transform them into professionals. We are EAL, UK recognized center, 1st such center in India.

### Our services :

#### \* Short term training programs are -

- QS, Estimation & Billing
- Project Estimation & Planning
- Project planning & scheduling using MS Project / Primavera
- Project Management using MS Project / Primavera
- Building Information Modeling (BIM)
- Revit Architecture, Structural and MEP
- PMP and CAPM certification preparations

#### \* 1 Yr Full time PG program in Construction Project Management (International Certification)

- \* Employability Skills testing for institutes and corporate
- \* MDPs and FDPs (tailor made)
- \* Consultancy in Project Management

### infini institute of program management

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