Chapter 3.0: Tasks performed

The work assigned by the company throught the internship

1. Training to Microsoft office 365

2. Preparation of templates

* Site update
* Project planning
* Weekly site update
* Material requisite form

3. Teams and planner onboarding

4. Pivot tables

5. Ezy build solution training 30min presentation

6. Online course of introduction to project management by “THE UNIVERSITY OF ADELAIDE”

7. Santosh pai site visit as an in charge engineer

8. Bhatkande service apartment’s renovation work

* Auto cad plan of site and interiors designs.
* Collection of information about the materials required for the works.
* Preparation of excel sheets of expenditure of materials and labour.
* Preparation of excel sheets of materials required and cost.
* Assigning works for workers.
* Looking after plumbing, carpeting, painting and plastering.

9. Preparation of excel sheets of hotels and resorts in Goa for work reference.

10. Preparation of excel sheets of colleges and hospitals in Hubli-Dharwar.

11. Looking after the construction work progress in pitre site.

12.

1. The first work where training is given based on the Microsoft office 365, which is basic step once we enter to such work place. Wherein I learnt about excel, sway, outlook, word, teams, one drive, share and planner. In this the outlook where we get personal emails and sway where we design like presentation and the planner in which the company use to assign work information with details of each day and share in which we could share things by online one person to other person. And these all can be done by online only. As an intern I used this when we used to look after the works given by planner, specified mails we use to get in the app called teams and we also can chat within the company members. One drive is another thing where we can get the files which are done and saved by us and we can add up the things further whenever we want by the upload option and shared our works through sharing online
2. Templates which are the design formats where we can get different kinds of report making designs and I learnt what site update template should contain according to the needs and work, project planning template where according to work progress the sheet is prepared and the ghant chart where the progress can be seen. Weekly updates of sites can be made using these templates and i have made material requisite form to fill the details of materials which are required for the works and reference. And these template study I used for my work part by filling all the details of the works.
3. Teams and planner onboarding by the company, where the company use them as main connecting source where our guide use to add the task that can be done with some expire dates and some works by tagging with other workers i.e. in planner and the other one is teams where we can get every work details which we are done with and everyone in the company and sharing of documents can be done and we can chat with the members of the company. These are one of the best apps which every company should use, every helpful to connect easily with staff wherever u be in the city or outside the city and I use to connect our guide through teams for the solutions and updates and share pictures which day what work is going on and what has to be done and if any urgent works then we will get to know by messages itself. This Microsoft office 365 is one of the best and useful way for all the works and online businesses.
4. Pivot tables this is a feature of excel online as we know excel is used for data entry of any works like material details, labour details, quantity calculations, cost of the materials, and expenditure etc. the same way we enter the details required and then we will be pressing the key called pivot table the feature of this table is, the entered data we can see in the form of arranged tables with specific titles and the information below and we can rearrange the rows and columns however we want and we can sum up the costs, averages and any calculation can be done by adding in the table it will be giving us the result in arranged order. If we change any of the matter within the table then the whole table will get change automatically. This is the method which is widely used nowadays to get things done within less time with more accurate calculations and systematic arrangements of the data.
5. EZY BUILD by TATA BUILDSCOPE STEEL as our company is having partnership for the steel materials. And Aniket kamthe sir gave training about the ezy build solution by presentation, which are used to build easily within less period of very few weeks or months,

Types of ezy build solutions

1. Smart truss-An advanced, lightweight framing technology for all your roof support solutions.
2. PEB Lite- These are a unique light gauge and strong engineered building solutions.
3. Smart build-These are kind of steel framing system with strength and durability.
4. Light structural members-These are made from high strength zinalume.

USES:

* These can be used for construction of warehouses, residential buildings, commercial buildings, café etc.
* Durable.
* Can withstand heavier wind.
* These are resistance to heat due to insulation which they provide.
* Can be built easily within less period of time.
* Less labours are required.
* No skilled labours needed.

1. Visited Santosh pai site as a in charge engineer and there the construction was going on and observed the rcc works like plastering, tiling and steel structures where the different edges where connected with bolts and there were steel column are placed for the support in between and observed some of the cracks filled during new construction.
2. Online course of introduction to project management, which is one of the useful courses in which we learnt how to manage a project whether it is small or big.

Where there are many things we need to know before going for any project

There are four phases

1. Initiation
2. Planning
3. Execution
4. Closure

The initiation where we need be clear with what all things we need before proceeding any work to get the information what we are not aware of and every steps are taken care to start the project

Planning is the one in which we will be planning the project into categories and what to be done, how it is done, where and why such all questions the planning should have answer and we need to take care of budget and cost required and time period that work can take and there has to be backup plan if u experience any risk in between, The plan should be clear, transparent and economic.

Execution is the phase where we need to put our plans into action from communicating with workers assigning them work and facing risk during works and completing works with more precise way is called execution.

Closure is the end and main phase where we are end of the project, we need to get all things done and if there are any pending works then that has to be done further again, and documentation process has to be done before closing the project payment should be made to everyone involved in the works by that we can close the project successfully.