

COURSE CONTENT

PART I (Practical): PLANSWIFT QUANTITY TAKE-OFF

Lesson 1: Introduction to Planswift; Installation of the software; Managing Planswift licenses: activation and how licenses work, account administration.

Lesson 2: Mastering Planswift key features: managing jobs, page management, performing all shapes takeoffs, creating a new section of a takeoff item, manipulating points, and creating arcs with areas, linear, and segments.

Lesson 3: Creating annotations: adding and specifying dimensions, adding notes, showing a legend, adding revision clouds, rubber stamps, sticky tabs, highlights, and images, adding an overlay, accessing specialty takeoff items.

Lesson 4: Shortcuts and hotkeys: shortcuts for zooming, panning, and navigation pages, using and customizing keyboard hotkeys.

Lesson 5: Integration with excel: Software ribbon-bar tab, connecting to and disconnecting Planswift from excel, initiating Planswift takeoffs from excel, adding new sections to takeoffs, navigating excel takeoff values to Planswift takeoff values, assigning multiple properties to a takeoff using “select existing item”, right-click menu, and unlinking a job.

Lesson 6: Customizing Planswift: templates creation, parts overview, assemblies’ overview, estimating, reporting, working with plugins, software advanced features.

PART II (Theory): BILLS OF QUANTITIES

Lesson 1: Standard Method of Measurement

In this lesson, we shall learn how to:

A. Prepare proper Descriptions of the works to allow Contractors/Bidders to provide effective Prices with Confidence. In that, we shall refer to Drawings, Schedule of specifications, Standard method of measurement to be used among what will be selected in the below Paragraph

B. Allocate different quantities according to the standard method of measurement selected including but not limited to

- ☐ Standard Method of measurement 7 (SMM7)
- ☐ East African Standard Method of measurement (EASMM)
- ☐ African Association of Quantity Surveyors Standard Method
- ☐ New Rules of Measurement 2 (NRM2)

Lesson 2: Build Up Unit Rate and analysis.

In this lesson, we shall learn how to build up rate to be used in tendering with full confidence, we shall learn different tactics on how to arrive at;

- ☐ Material Cost
- ☐ Labor Cost
- ☐ Plant & Equipment Cost

We shall therefore Apply the below 3 items (Material, labor, and equipment) in order to arrive at a Unit Rate.

We shall detail the use of Provisional Sum, Prime Cost Sum, and Lump Sum costs in preparation of Bills of Quantities

Lesson 3: Materials Reconciliation

In this lesson, we shall cover all different techniques to use for Reconciling materials for different items such as;

- ☐ Concrete works
- ☐ Plastering works
- ☐ Painting works
- ☐ Tiling work
- ☐ Bricks/Block-works
- ☐ Etc.

Lesson 4: Construction Cost Management

In this lesson, we shall cover different aspects of construction cost management including but not limited to

- ☐ Preparation of Construction Budget
- ☐ Resource Planning and allocation
- ☐ Time Phasing
- ☐ Progress and Performance measurement
- ☐ Earned Value management
- ☐ Cost & schedule analysis
- ☐ Change management
- ☐ Financial risk tracking
- ☐ Cost forecasting and Cost reporting