

Lesson Plan: Foremanship Development 103
(Time Agenda: 6 Days – 24 Hours)

Course Name	Module Name	Class Description	Class Hours	Total Course Hours
<p>Foremanship Development 103</p> <p>Course is designed to prepare workers in the role of the foreman's overall responsibilities. Specifically focusing on understanding the estimate, documentations, change management, specifications, and project closeout.</p> <p>There are no Prerequisite for this course.</p>	Understanding the Estimate Part I	This module gives a broad overview of how electrical contractors pursue work through the bid process, how they arrive at their cost estimate, and how the successful estimate is then turned into the job budget of labor and material that the Foreman is responsible for managing.	4	24
	Understanding the Estimate Part II	Foremen learn how to use the Estimate to determine crew install rates, how to utilize Labor tracking as well as understanding monthly Job cost reports.	4	
	Documentation	Staying on top of the paperwork at each job site is a daunting and important task. Participants will cover the various forms of documentation that a Foreman will encounter on a job site and gain an understanding of how to create good documentation.	4	
	Change Management	Change happens on every job! This class will discuss how and why construction changes occur, the documents involved, how they are handled, priced and tracked as well as how changes impact the project.	4	
	Specifications	Utilizing an actual Specification book this module provides Foremen with a working knowledge of typical Specification requirements utilized in today's construction industry.	4	
	Project Closeout	We'll look at the documentation such as punch lists, as-built drawings and commissioning that are important to the final stages of project completion. We will	4	

		also discuss the importance of customer service to ensure that we become the preferred choice for future projects.		
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