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MINISTRY OF SKILL DEVELOPMENT
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Facilitator Guide

Sector
Interiors, Furniture and Fixtures

Sub-Sector
Interior Design and Installation

Occupation
Interior Designing

Reference ID: **FFS/Q0203, Version 3.0**
NSQF level: **4.5**

Assistant Interior Designer

Published by

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Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission.

Shri Narendra Modi
The Prime Minister of India

Acknowledgements

Furniture and Fittings Skill Council (FFSC) would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this "Facilitator Guide". Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this facilitator guide would without the Furniture & Fittings Skill Industry's support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

This facilitator guide is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours

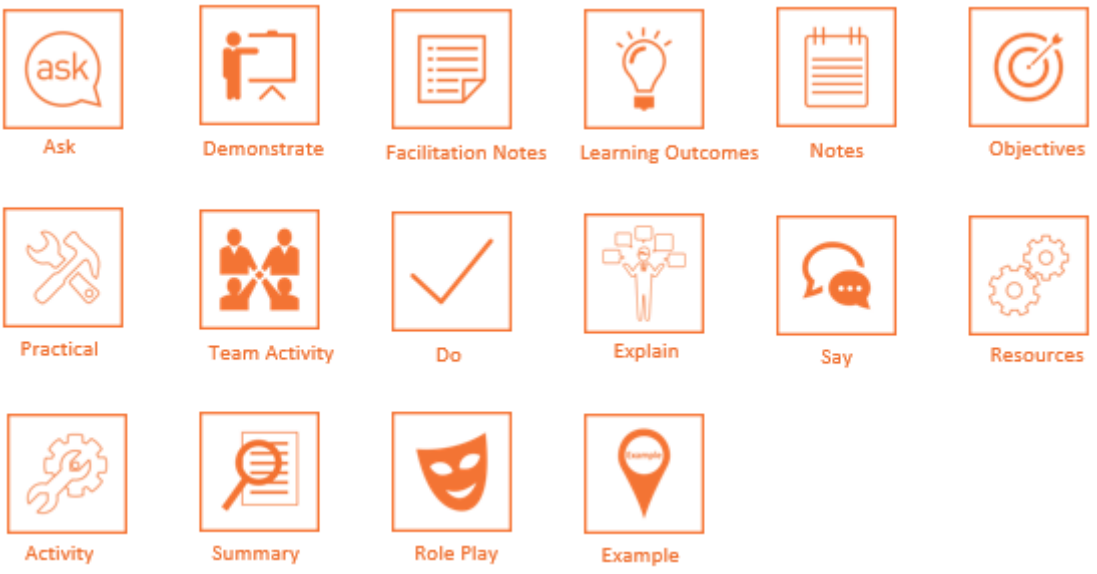
About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an "Assistant Interior Designer" in the Furniture and Fitting Sector.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/topics and additional topics.

1. FFS/N0210: Assist in client servicing and on-site supervision during survey/recce
2. FFS/N0211: Assist in the development of interior concepts and designs
3. FFS/N0212: Assist in execution and monitoring of the interior design project
4. FFS/N0213: Assist in the procurement process and on-site installation
5. FFS/N8207: Supervise health and safety protocols for project designing at the workplace
6. DGT/VSQ/N0102: Employability Skills (60 Hours)
7. Elective 1: Residence - FFS/N0214: Assist in preparation and execution of interior design concepts/plans for residence projects
8. Elective 2: Kitchen - FFS/N0215: Assist in preparation and execution of interior design concepts/plans for kitchen projects
9. Elective 3: Commercial - FFS/N0216: Assist in preparation and execution of interior design concepts/plans for commercial projects
10. Elective 4: Hospitality - FFS/N0217: Assist in preparation and execution of interior design concepts/plans for hospitality projects
11. Elective 5: Academic Institutions - FFS/N0218: Assist in preparation and execution of interior design concepts/plans for academic institutions projects
12. Elective 6: Retail Fitout and Exhibition - FFS/N0219: Assist in preparation and execution of interior design concepts/plans for retail fitout and exhibition projects

Symbols Used



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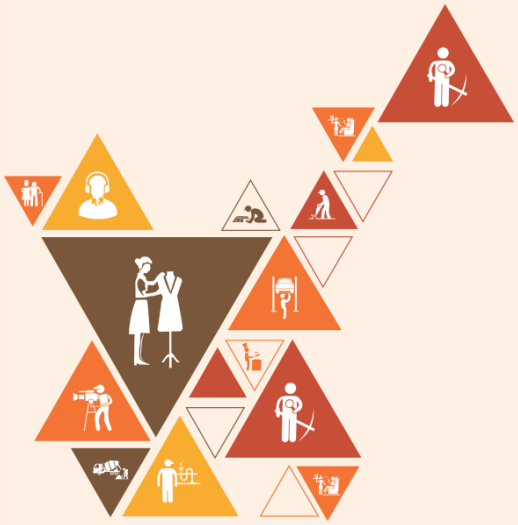
1. Introduction to Skill India Mission and the Role of Documentation Executive

Unit 1.1 - Overview of Skill India Mission and its Role in the Import-Export Sector

Unit 1.2 - Role and Responsibilities of Documentation Executive

Unit 1.3 - Scope and Career Opportunities in Import-Export Documentation



Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Outline on the various organizational structure, processes, code of conduct, reporting matrix and escalation hierarchy.
2. Define the scope and significance of the interiors industry.
3. Outline the occupational map of the Interiors industry-related job roles.
4. Identify the attributes and essential skill sets required for an Assistant Interior Designer.
5. Explain the role, responsibilities, and key result areas of for an Assistant Interior Designer.
6. List the various operations/activities that take place at the worksite and Assistant Interior designer role in the same.
7. Outline the career progression path for an Assistant Interior Designer.
8. List the regulatory authorities, laws, and regulations related to an individual while working.
9. Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.

UNIT 1.1: Interior Design Industry and Organizational Structure

Unit Objectives

At the end of this unit, the participants will be able to:

1. Outline on the various organizational structure, processes, code of conduct, reporting matrix and escalation hierarchy.
2. Define the scope and significance of the interiors industry.
3. Outline the occupational map of the Interiors industry-related job roles.

Resources to be Used

- Participant Handbook, pen, small writing pad, white board and marker

Ask

- Have you ever interacted with an interior designer or observed how interior spaces are transformed?
- What industries do you think require interior designers the most?
- Why do you think an organized structure is important in a creative field like interior design?

Say

- Welcome to Unit 1.1! In this unit, we will explore the fascinating world of the interior design industry.
- You will learn how organizations are structured, the processes they follow, and the scope and trends that shape this evolving sector in India.

Explain

- The Indian interior design industry is multi-dimensional, ranging from small firms to large multinationals. Key industry drivers include urbanization, growing real estate demand, and the influence of cultural diversity.
  The organizational structure varies across firms, typically including roles like design heads, site supervisors, procurement managers, and client liaisons.
- Emerging trends include:
  - Smart homes and technology integration
  - Sustainability and eco-friendly design
  - Adaptive reuse and heritage conservation
  - Modular design for flexible living
  - Inclusive design catering to diverse users
  - Use of AR/VR for immersive client presentations
- The occupational map includes roles in design, project management, sales, marketing, procurement, and site execution—opening varied career paths.

Notes for Facilitation

- Ask the participants if they have any questions.
- Answer all the doubts in case any to the participants.
- Keep examples India-specific, such as metro cities adopting smart homes or heritage buildings repurposed as boutique hotels.
- Use visual aids to explain the organizational structure and occupational map.
- Encourage learners to reflect on their personal aspirations within the industry.

UNIT 1.2: Roles & Responsibilities as Assistant Interior Designer

Unit Objectives

At the end of this unit, the participants will be able to:

1. Identify the attributes and essential skill sets required for an Assistant Interior Designer.
2. Explain the role, responsibilities, and key result areas of for an Assistant Interior Designer.
3. List the various operations/activities that take place at the worksite and Assistant Interior designer role in the same.
4. List the regulatory authorities, laws, and regulations related to an individual while working.
5. Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.

Resources to be Used

- Participant Handbook, pen, small writing pad, white board and marker

As an Interior Designer, success in your role depends not only on creativity but also on a wide range of technical, communication, and management skills. In this unit, we will explore the essential skill sets and attributes required to perform efficiently at a worksite and interact professionally with clients, vendors, and teams.

Ask

- What skills do you think are essential for an Interior Designer beyond design ability?
- Why is software knowledge important for this profession?
- How do job cards help designers manage work better?
- Can you name some tasks that an Interior Designer performs during project

Explain

- An Interior Designer requires a combination of hard and soft skills to ensure project success. The key attributes include creativity, attention to detail, and problem-solving. Essential skills include:

- Design and Visualization: Ability to convert client needs into mood boards, 3D renders, and layouts.
- Technical Knowledge: Proficiency in software like AutoCAD and knowledge of MEP coordination.
- Planning and Execution: Cost estimation, timeline development, and scope finalization.
- Material Knowledge: Understanding material aesthetics, availability, and costs.
- Client Communication: Clear explanation of design concepts and feedback incorporation.
- Supervision and Coordination: Managing teams, monitoring work quality, and vendor interaction.
- Documentation and Organization: Maintaining BOQs, approvals, and project reports in a structured format.
- Safety and Sustainability Awareness: Selecting eco-friendly materials and adhering to health & safety norms.
- Job Cards are also introduced as a practical tool to track task allocation, deadlines, and coordination between trades at the site. A structured sample Job Card provides clarity on deliverables and timelines, enhancing accountability and efficiency.

Debrief

- Each skill we explored today forms the backbone of a successful interior design project. From visualizing a space to coordinating with vendors and maintaining safety standards—every task depends on your ability to apply these skills consistently and effectively. Remember, being organized and client-focused is just as important as being creative.

Notes for Facilitation

- Use real-life project images and sample mood boards to demonstrate visualization skills.
- Encourage peer feedback during job card presentations to build collaboration and critical thinking.
- Share downloadable templates of BOQs, BOMs, and job cards for practice.
- Use role-play scenarios for client presentations to build confidence in communication.
- Reinforce use of digital tools by showing interface snapshots of AutoCAD, SketchUp, etc.

UNIT 1.3: Career Progression

Unit Objectives

At the end of this unit, the participants will be able to:

1. Outline the career progression path for an Assistant Interior Designer.

Say

- In any profession, understanding your potential career path helps you set goals and stay motivated. Interior Design is no different. Let's explore how a beginner in this field can move ahead, what milestones to aim for, and which skills to develop at each stage.

Ask

- What are your long-term goals as an interior design professional?
- What do you think helps someone grow from a junior designer to a project head?
- How important is software mastery in career advancement?
- Why is building a professional network important in interior design?

Explain

- The career progression in interior design typically follows a structured path—from entry-level roles like Junior Designer, moving to Senior Designer, then to Project Manager, and eventually to Creative Director or Design Head. Some professionals also choose entrepreneurship by starting their own firms.
- Progression requires a mix of:
    - Formal Education – Diplomas, degrees, or certifications.
    - Work Experience – On-site execution, client management, and design delivery.
    - Skill Mastery – Project management, vendor coordination, budgeting, and software like AutoCAD, SketchUp, etc.
    - Professional Networking – Collaborating with peers, mentors, and industry bodies.
- Continuous learning and upskilling are critical. Professionals must stay updated with trends, laws, sustainability standards, and design innovations to remain competitive.

Do

Activity 1: Career Mapping Exercise
Ask learners to:

- Draw their career ladder, placing themselves at their current stage.
- Identify short-term and long-term goals.
- List the skills and qualifications they need to achieve their next role.

Debrief
Interior design is a structured profession with clear growth opportunities. Every experience you gain today builds toward your future role. Set your goals, keep learning, and actively build relationships in the industry to progress in your career path.

This job role demands multitasking and coordination. The better you are at planning, leading, and reporting, the more successful your projects will be and the faster you will grow in your career.

Notes for Facilitation

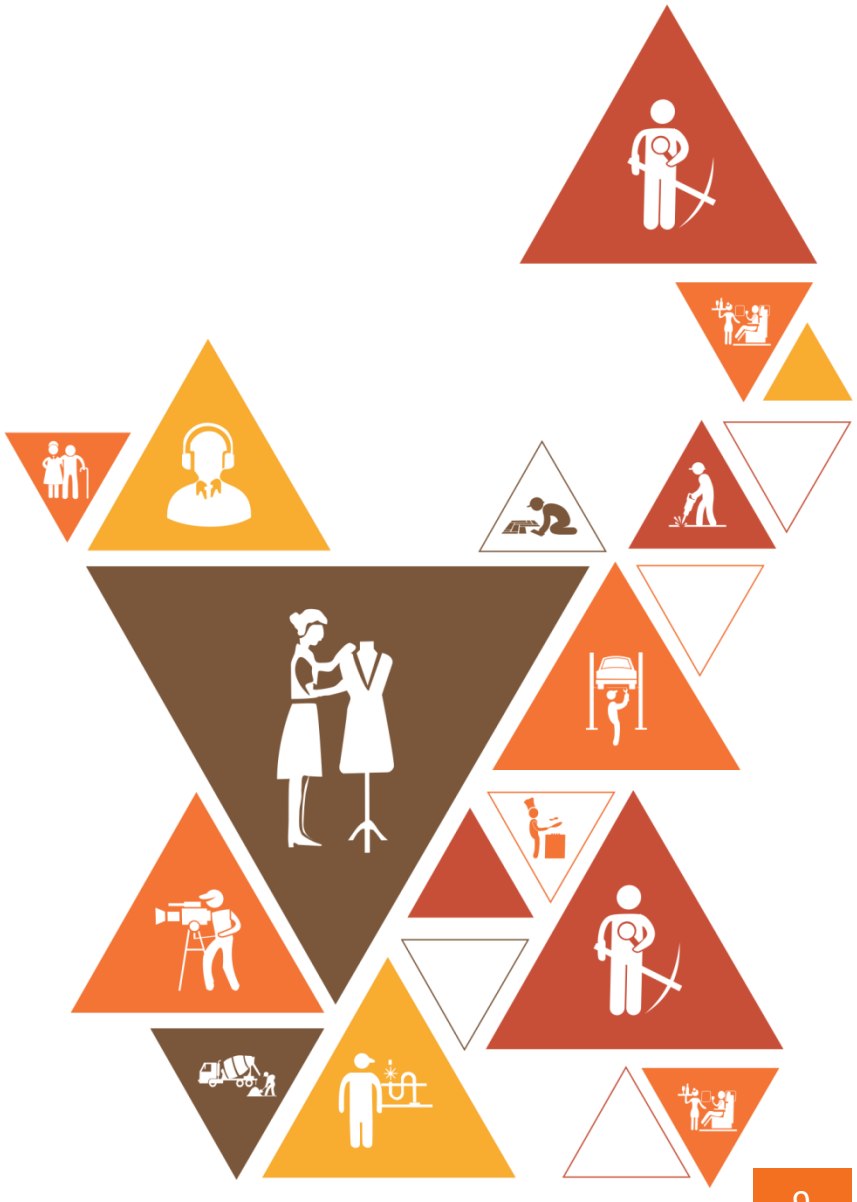
- Ask the participants if they have any questions.
- Answer all the doubts in case any to the participants.
- Ask them to answer the questions given in the participant manual.
- Ensure that all the participants answer every question.

Solution to Exercise

A. Multiple Choice Questions

1. Firms that may not have a hierarchical approach are:
   a. Small firms
2. Which of these are not a type of technological integration in interior designing?
   d. Automobile Integration
3. What is one common software used by interior designers?
   c. AutoCAD
4. Why are job cards used in interior design projects?
   c. To track assigned work and workers
5. What is one benefit of timely reporting?
   c. Keeps clients and seniors updated

6. Which of the following is part of the interior design industry?
   b. Retail and exhibitions
7. Which of these laws help ensure building safety in interior design?
   b. National Building Code
8. What is a growing trend in modern interior design projects?
   c. Designing flexible and modular spaces
9. Which of the following contributes to the rapid growth of the interior design industry in India?
   c. Urbanization and real estate growth
10. Which of the following is an emerging design trend in the interior design industry?
    c. Inclusive and universal design



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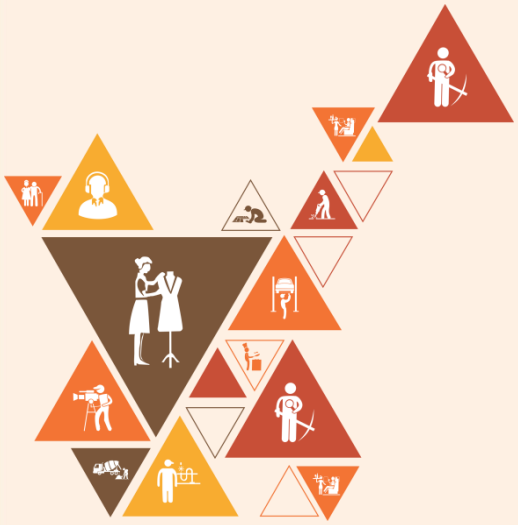
2. Introduction to Various Types of Interior Projects, Products, Materials, and

Unit 2.1 - Interior Design Basics and Process Flow

Unit 2.2 - Furniture Trends and Interior Projects



Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Define interior drafting, interior designing, and interior project management.
2. Illustrate the process flow of an Interior Designing project.
3. Classify different types of Interior Design projects in terms of space, theme, and styles.
4. List the various types of advanced raw materials and accessories used in an Interior Design project.
5. Differentiate between types of raw material as per the given checklist.
6. List the various categories of advanced architectural hardware and fittings used designing and their usage.
7. Identify the architectural hardware as per the type of application.
8. List the different types of furniture and their area of applications.
9. Outline the latest trends and advancements related to the interior designing process.
10. Analyse different Interior projects for categorization based on space, style, and themes.
11. Examine the Interior projects and define the theme and elements.
12. Explain the steps involved in the interior design project from client deliberations to project handover and signoff.

UNIT 2.1: Interior Design Basics and Process Flow

Unit Objectives

At the end of this unit, the participants will be able to:

1. Define interior drafting, interior designing, and interior project management.
2. Illustrate the process flow of an Interior Designing project.
3. Classify different types of Interior Design projects in terms of space, theme, and styles.
4. List the various types of advanced raw materials and accessories used in an Interior Design project.
5. Differentiate between the different types of raw material as per the given checklist.
6. List the various categories of advanced architectural hardware and fittings used designing and their usage.
7. Identify the architectural hardware as per the type of application.
8. Analyse different Interior projects for categorization based on space, style, and themes.
9. Examine the Interior projects and define the theme and elements.
10. Explain the steps involved in the interior design project from client deliberations to project handover and signoff.

Resources to be Used

- Participant Handbook, pen, small writing pad, whiteboard, markers, CAD Samples, Material Samples, Architectural Hardware Samples, Projector for showcasing images Whiteboard, visuals of interior design types, examples of job cards or AutoCAD screenshots.

Say

- In this unit, we will cover the technical, creative, and managerial components that form the foundation of interior design. We will distinguish between drafting, designing, and managing an interior project and understand how they integrate to create successful, functional spaces.
- Let's begin with an overview of the interior design industry. This sector is rapidly evolving with increasing urbanization, growing real estate, and the demand for aesthetic, sustainable, and functional spaces.
- Understanding the interior design industry's structure and emerging trends is crucial for Interior Designers, as it directly influences their ability to grow, adapt, and innovate in their roles. Whether working independently, in a studio, or on-site, as an Interior Designers you must be aware of the evolving expectations, skill requirements, and career pathways within the industry. This knowledge helps you plan their professional development, align your work with industry standards, and take strategic steps toward higher-level roles and specializations.

Ask

- What comes to your mind when you hear the word “interior design”?
- Can you share a place where you liked the interior and what made it stand out?
- Why do you think interior designers need to understand both artistic vision and technical execution?

Explain

- **Interior Drafting** involves precise technical drawings including floor plans, elevations, sections, and layout drawings using tools like AutoCAD or SketchUp. It translates design into construction documents.
- **Interior Designing** is the creative development of a space using colour schemes, materials, lighting, furniture, and décor.
- **Interior Project Management** includes planning, coordination, budgeting, scheduling, and overseeing site execution.
- **Interior Design Process Flow**:

    1. Initial Client Consultation
    2. Concept Development & Space Planning
    3. Detailed Design and Visualization
    4. Material Selection
    5. Budgeting
    6. Procurement & Vendor Coordination
    7. Construction & Installation
    8. Styling & Finishing Touches
    9. Client Walkthrough & Handover
    10. Post-completion Support (Optional)

- **Types of Projects**:

    - By Space: Residential, Commercial, Hospitality, Healthcare, Educational
    - By Theme: Modern, Traditional, Transitional, Industrial, Rustic, Bohemian
    - By Style: Minimalist, Art Deco, Scandinavian, Mediterranean, Coastal

- **Materials & Accessories**: Discuss materials like wood, glass, stone, fabric, metal, and concrete. Also, introduce advanced architectural hardware used in doors, windows, furniture, and lighting fixtures.

Notes for Facilitation

- Use visuals and real material samples wherever possible.
- Encourage team presentations to build communication skills.
- Reinforce the linkage between technical plans and aesthetic choices.
- Provide simplified checklists or templates for each activity to ensure clarity in participation.

UNIT 2.2: Furniture Trends and Interior Projects

Unit Objectives

At the end of this unit, the participants will be able to:

1. List the different types of furniture and their area of applications.
2. Outline the latest trends and advancements related to the interior designing process. Define the role of effective communication skills required for Interior Designer

Resources to be Used

Participant Handbook, Furniture Catalogues, Mood Board Samples, Digital Devices for Presentation, Projector, Markers and Charts

Say

Furniture plays a vital role in shaping the aesthetics and functionality of interior spaces. As an Assistant Project Manager, it is important for you to be familiar with different furniture types, their applications, and emerging design trends. Additionally, your communication skills will be crucial in coordinating with clients, teams, and vendors to deliver effective interior projects.

Ask

- Can you name a few types of furniture used in living rooms or offices?
- How do` you think new lifestyle preferences are changing furniture trends today?
- Why are communication skills important for managing interior design projects?

Explain

1. Types of Furniture and Their Applications

- Furniture is categorized based on function and placement:
- **Seating Furniture**: Sofas, armchairs, recliners – used in living rooms, lounges, and offices.

- **Storage Furniture**: Cabinets, shelves, sideboards – found in bedrooms, living areas, and workspaces.
- **Bedroom Furniture**: Beds, nightstands, vanities – serve both utility and design in personal spaces.
- **Dining Furniture**: Tables, chairs, bar carts – central to dining and entertaining.
- **Office Furniture**: Desks, office chairs, filing cabinets – essential for productivity.
- **Outdoor Furniture**: Patio and garden furniture – built for durability and aesthetic in open areas.
- Each type serves a purpose while reflecting cultural, spatial, and functional needs of the setting.

2. Emerging Furniture and Design Trends

- Use of modular, flexible furniture to adapt to changing space needs.
- Smart furniture with integrated technology for convenience.
- Growing focus on sustainable materials like bamboo, reclaimed wood, and metal.
- Minimalist and multi-functional furniture designs for smaller urban homes.
- Shift toward locally inspired designs with modern touches.

3. Role of Effective Communication in Interior Projects

- Strong communication is critical across all stages of an interior project:
- **Client Interaction**: Helps understand needs, manage expectations, and build trust.
- **Design Presentation**: Use of mood boards, 3D renderings, and clear language to explain ideas.
- **Coordination with Contractors and Suppliers**: Ensures clear execution of plans, timelines, and quality control.
- **Team Collaboration**: Aligns various stakeholders—designers, architects, engineers—for seamless integration.
- **Negotiation Skills**: Helps manage costs, timelines, and procurement challenges.
- **Managing Criticism and Expectations**: Involves empathetic responses and managing change requests effectively.
- **Written Communication**: Essential for proposals, documentation, contracts, and reporting.
- Each of these communication aspects directly impacts the project's success.
- **Debrief**
  To conclude, you need to be familiar with diverse furniture types and trends to support the interior design team effectively. Equally important are your communication skills that enable smooth coordination and client satisfaction. Mastering these competencies ensures a seamless and impactful design process.

Notes for Facilitation

- Share real catalogues or digital portfolios for reference.
- Encourage the use of visual vocabulary (textures, materials, styles) during presentations.
- Provide scenarios in writing for communication roleplay to help participants stay focused and creative.
- Ask the participants if they have any questions.
- Answer all the doubts in case any to the participants.
- Ask them to answer the questions given in the participant manual.
- Ensure that all the participants answer every question.

Solution to Exercise

A. Multiple Choice Questions

1. You are designing a luxury apartment's living room for a client who prefers traditional Indian aesthetics. Which of the following would be the most appropriate material and accessory combination?
   a. Marble flooring with velvet drapes and Tanjore wall art

2. A client wants to renovate their boutique hotel lobby using a Mediterranean style. What materials and finishes would best suit the theme?
   b. Terracotta flooring, wrought iron railings, and sea-inspired colours

3. You are working on a modular kitchen for a high-end apartment. The client emphasizes durability and a modern look. What combination should you choose?
   d. Granite counters, HPL shutters, and stainless-steel pull-out systems.

4. During a project review, a client is confused about the difference between interior drafting and designing. What explanation should you give?
   b. Drafting focuses on construction drawings, designing involves creative planning and aesthetics

5. While designing a commercial office, your client wants an open and collaborative workspace. Which style and furniture would best meet their needs?
   b. Minimalist style with open workstations, ergonomic desks, and glass partitions

Sample Solutions for Hands-On Exercise

Title: Prepare a Business Development Plan **Based** on Specified Marketing and Development Strategies

Expected Outcome:
The Business Development Plan should include:

1. **Target Market Identification:**
    - E.g., High-end residential clients in urban areas; boutique hotels in tourist hubs.
2. **Market Trends Insight:**
    - Emphasis on modular furniture, sustainable materials, and smart interiors.
3. **Marketing Strategies:**
    - Use of digital platforms (Instagram, Pinterest, Houzz)
    - Collaboration with real estate firms, architects, and vendors
    - Portfolio development showcasing trending styles (e.g., Scandinavian, Minimalist)
4. **Development Strategy:**
    - Networking in design expos and trade fairs
    - Training junior designers in tools like AutoCAD and 3D modelling
    - Vendor tie-ups for exclusive materials or discounts
5. **Presentation Format:**
    - Executive Summary
    - SWOT Analysis
    - Short- and Long-term Goals
    - Implementation Timeline
    - Evaluation Metrics

Sample Solutions for Practical Activity 1

Title: Discuss the Latest Trends and Advancements Related to the Interior Designing Process

Expected Points in Discussion:

1. **Modular and Flexible Furniture:**
    - Custom-built to fit small urban homes
    - Easily reconfigurable based on use
2. **Smart Technology Integration:**
    - Home automation (lighting, HVAC, blinds)
    - App-controlled interiors
3. **Sustainable Design Choices:**
    - Use of recycled wood, bamboo, jute, and low-VOC paints

4. **Minimalism and Clean Lines:**
    - Focus on space-saving and decluttered aesthetics
5. **Inclusive Design Principles:**
    - Barrier-free access
    - Universally accessible layouts
6. **Cultural Blends:**
    - Fusion of Indian traditional furniture with contemporary design elements
7. **Virtual Reality (VR) and 3D Rendering Tools:**
    - Used for pre-visualization of projects

Sample Solutions for Practical Activity 2

Title: Categorize Interior Projects by Theme and Space

Objective: To analyse and categorize interior design projects based on theme and space type

Sample Solutions (based on hypothetical case studies):

Case Study	Project Type	Theme	Style
Case 1: Boutique Hotel Lobby with Terracotta tiles, Blue mosaics, and Iron Chandeliers	Hospitality	Mediterranean	Rustic-Coastal
Case 2: Luxury Apartment with Marble flooring, Gold accents, Velvet drapes, and Tanjore art	Residential	Indian Traditional	Opulent
Case 3: Tech Office with Glass walls, Ergonomic Desks, and Open Workstations	Commercial	Minimalist	Contemporary
Case 4: Beach House with Wicker furniture, White-washed wood, and Pastel tones	Residential	Coastal	Light & Airy

Learners' Task: Identify and justify each classification based on visual and descriptive cues.

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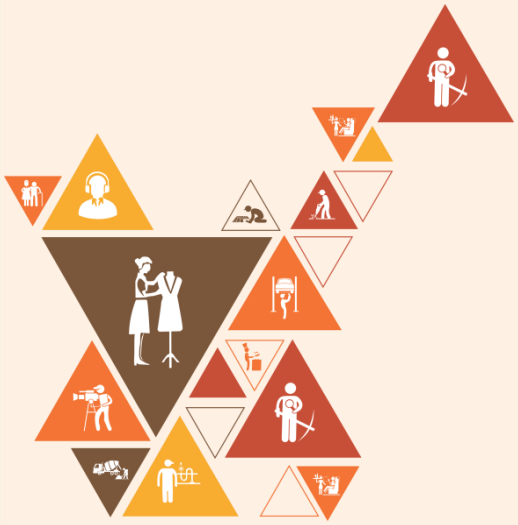
3. Interpret and Analyze the Client Requirement

Unit 3.1 Themes, Styles, Layouts Associated with Interior Design Projects

Unit 3.2 Interpreting Site Layout/Drawings



Key Learning Outcomes

At the end of this module, the participants will be able to:

1. List various interior decor elements like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for Residence, Kitchen, Commercial, Hospitality, Academic Institutions, and Retail Fitout & Exhibitions
2. Explain the various material specifications, design themes, styles, layouts, etc.
3. Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite.
4. Interpret the site layout/drawings based on available design specifications.
5. Interpret the different elements of interior designing like style, theme, services, etc., based on client interactions

UNIT 3.1: Themes, Styles, Layouts Associated with Interior Design Projects

Unit Objectives

At the end of this unit, the participants will be able to:

1. List various interior decor elements like ventilation, colour, lighting, Vaastu shastra, symmetry, etc.
2. Explain the various material specifications, design themes, styles, layouts, etc.
3. Identify the different elements of interior designing like style, theme, services, etc., based on client interactions.
4. Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite.
5. Interpret the site layout/drawings based on available design specifications.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector and screen, Printed layout plans (floor plan, elevation, section, RCP, electrical layout), Sample annotated drawings with symbols and legends, Actual project drawing sets (residential or commercial examples), Images showing application of Vaastu or symmetry in layouts, Drawing interpretation checklist (sample format)

Say

Have you ever walked into a space and felt instantly relaxed, inspired, or energized? That feeling is the result of careful interior design decisions. In this unit, we will explore how different elements, styles, and themes are thoughtfully applied across various types of interior design projects from homes and kitchens to offices, hospitality spaces, and exhibitions.

Do you know the answers to these questions:

- What are some common interior décor elements you notice in different types of spaces?
- How do themes like modern or rustic influence the choice of materials, lighting, and furniture?
- Can you identify how Vaastu or symmetry has been applied in a recent interior project you visited or worked on?
- Why is it important to align interior design themes with client expectations?

Explain

Interior design involves much more than choosing colours or furniture; it is about aligning functional needs, user preferences, and visual harmony. Décor elements such as ventilation, lighting, Vaastu, symmetry, colour schemes, and materials play a critical role in shaping how a space looks and feels. These elements are applied differently based on the type of project—whether it is a home, kitchen, office, hospitality space, academic setting, or retail environment.

For example, good ventilation in a kitchen ensures not just comfort but also safety and air quality, while in an academic institution, it supports attentiveness and comfort during long hours. Similarly, lighting in retail stores is designed to highlight products and attract attention, whereas in hospitality, it contributes to ambiance and mood.

Understanding different interior design styles helps in selecting appropriate materials, layouts, and finishes. Each style carries its own identity:

- **Modern design** emphasizes function, clean lines, and uncluttered spaces with modular solutions.
- **Contemporary design** evolves with trends and allows for flexibility and innovation in layouts and finishes.
- **Traditional Indian style** blends craftsmanship, heritage motifs, and culturally significant spatial planning.
- **Industrial style** embraces raw, unfinished textures like concrete, steel, and exposed ducts—ideal for co-working or creative spaces.
- **Minimalist style** promotes clarity and calm by reducing visual clutter, using monochrome palettes and hidden storage.
- **Rustic or natural themes** rely on organic textures and earthy tones, offering warmth and a strong connection to nature.

A thoughtful application of these themes and décor elements helps balance client expectations with the technical and aesthetic demands of the space. Designers must also consider factors such as climate, regional practices, and sustainability when finalizing design approaches.

Say

Interior design is about creating experiences. By understanding and applying styles, themes, and décor elements thoughtfully, you help bring a client's vision to life while ensuring comfort, culture, and functionality are respected in every corner of the space.

Notes for Facilitation

- Use real photos or mood boards of each style (modern, traditional, etc.) to illustrate visually.
- Encourage learners to share examples of spaces they've seen or designed and map them to the styles discussed.
- Prepare a comparison chart across styles—materials, lighting, layout—to help learners differentiate clearly.
- Use case examples across sectors (home, retail, hospitality) to contextualize theoretical elements.

Sample Solution for Hands-On Activity - Identifying Interior Design Elements

Client Design Interpretation Summary

Design Style: Scandinavian Minimalist

Theme: Natural, Calm, Light & Airy

Functional Services:

- Ergonomic work-from-home setup
- Seamless modular storage solutions
- Hidden storage integrated with wall panelling

Preferred Materials:

- Light-toned wood (oak or birch)
- Matte laminates

- White PU-coated cabinetry
- Cane or linen accents for natural texture

Lighting Preferences:

- Maximized natural daylight through large windows
- Use of sheer curtains
- Minimal overhead lighting; soft concealed LED strips

Colour Palette:

- White
- Warm beige
- Pale grey
- Soft wood tones

Space Layout:

- Open-plan living-dining space
- Foldable or extendable furniture for flexibility
- Minimal partitions; zoning with rugs and lighting

Design Direction Summary Slide (for Presentation)

Style & Theme:
Scandinavian Minimalist with Light & Natural Accents

Layout Approach:
Open layout with functional zones (living + WFH corner), decluttered movement spaces, and minimal visual barriers.

Material & Colour Choices:
Use light wood, whites, and matte finishes to enhance brightness and simplicity. Avoid glossy or bulky textures.

Service Recommendations:

- Built-in concealed storage units
- Wall-mounted folding desk for work-from-home
- Under-bed and vertical storage to reduce clutter
- Ergonomic seating with aesthetic appeal

UNIT 3.2: Interpreting Site Layout/Drawings

Unit Objectives

At the end of this unit, the participants will be able to:

1. Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite.
2. Interpret the site layout/drawings based on available design specifications.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector and screen, Sample MEP drawings (HVAC, plumbing, electrical), Printed structural layout with beam, column, and duct notations, Photos or videos of actual site conditions showing constraints (e.g., duct running across ceiling, low slab height), Reflected Ceiling Plans (RCP) and service zone layout samples, Checklist for identifying site constraints, Sample coordination drawing (design vs. MEP conflict), Diagrams highlighting duct-beam-clash areas and their mitigation strategies

Say

Interior design ideas can only come to life when they are clearly communicated and correctly executed on site. That is where drawings become essential. In this session, we will learn how to read and interpret different architectural drawings—like floor plans, elevations, sections, and service layouts—so that no detail is missed during implementation.

Ask

- What types of drawings do you usually refer to while working on an interior project?
- Why is it important to understand structural elements like beams or columns during design planning?
- How does a reflected ceiling plan (RCP) help in planning lighting and false ceiling designs?
- What tools or techniques do you use to cross-check drawings with real site conditions?

Explain

Interpreting drawings requires familiarity with several types of architectural and technical layouts. Here's a breakdown of common drawing types and what they depict:

- **Site Plan** shows the boundary of the property, setbacks, access roads, landscape areas, and nearby infrastructure. This helps in understanding the position and surroundings of the site.
- **Master Plan / Master Layout** is a large-scale view of an entire development like a township. It illustrates zones for housing, commercial spaces, roads, green areas, and amenities.
  The Sample Master Plan of a Township
  This master plan illustrates a well-planned residential township with zoning for 2- to 5-room units, community amenities like playgrounds, gardens, courts, fitness areas, and childcare. It shows circulation routes, cycling paths, linkways, and green spaces, offering a holistic view of site development and layout.
- **Floor Plan** is a top-view slice of the building showing the layout of walls, rooms, windows, doors, and fixed elements like sinks and toilets.
  Sample Floor Plan: This floor plan displays a compact office layout with defined zones for reception, workstations, a conference room, and the CEO cabin. It shows furniture placement, room sizes, pantry and storage cabinets, door orientations, and service elements like AC units and plumbing lines—essential for space planning and execution accuracy.
- **Elevations** show the vertical view of each wall—useful for planning wall finishes, furniture heights, and window placements.
- **Sections** provide a cut-through view of the building to show internal levels, heights, and depth of spaces—helpful for understanding vertical clearances and floor-to-ceiling relationships.
- **Reflected Ceiling Plan (RCP)** shows the layout of ceiling elements—lights, fans, AC vents, and false ceiling drops.
  Sample Reflected Ceiling Plan (RCP)
  This RCP illustrates the layout of false ceilings using a modular 600x600 mm grid system across different zones. It includes lighting panel positions, service access tiles, and ceiling height references (e.g., 8'-6"). Such drawings guide installation of lights, HVAC diffusers, and ceiling fixtures while ensuring visual and functional uniformity.

- **Service Drawings** include layouts for electrical wiring, plumbing lines, HVAC ducts, and fire-fighting systems.

  Sample Electrical Layout Drawing

  This drawing illustrates the placement of electrical fixtures like switchboards, sockets, data points, and lighting points across an office floor plan. It includes notations for wire routing, AC units, and panel boards. Such layouts ensure proper power distribution, service access, and coordination with interior elements and furniture.

Along with these, understanding the legend and scale of drawings is crucial for interpreting symbols and measuring dimensions correctly.

Designers should also verify site conditions physically—checking floor levels, beams, ceiling heights, and comparing them with what is shown in the drawings. This helps identify discrepancies early and avoid costly revisions.

By reading drawings thoroughly, designers can identify opportunities (like creating storage between columns) or spot constraints (like avoiding furniture where a low beam runs across).

Debrief

Drawings are the blueprint for everything we create on-site. The better we read and interpret them, the more precise our execution will be. Whether you are placing furniture or planning a false ceiling, knowing how to work with drawings ensures functionality, aesthetics, and safety all at once.

Notes for Facilitation

- Bring printouts or digital examples of different drawing types (site plan, floor plan, RCP, etc.) for discussion.
- Use a simple building project (e.g., a studio apartment) to demonstrate reading plans.
- Highlight real-life errors that occurred due to poor drawing interpretation to reinforce learning.
- Encourage learners to identify symbols from a legend and match them to elements on a plan.

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. You are designing a workspace for a startup. The client says they want an "open, clutter-free, functional office with neutral tones and good lighting." Based on this, which style would you recommend?

B. Minimalist

2. While reviewing an RCP (Reflected Ceiling Plan), you observe misalignment of light fixtures due to a beam not mentioned in the plan. What should be your first step?

C. Cross-verify on site and revise the false ceiling design

3. A client shares mood board images with soft curves, pastel colours, and multifunctional furniture. Which design theme are they likely aligned with?

A. Contemporary

4. While interpreting the site layout, you notice that the door swing affects furniture placement in the living room. What architectural element should you check in the drawing?

C. Door & Window Placement

5. A 3BHK apartment client mentions needing a compact WFH space, open layout, and neutral colour palette with wood finishes. Which functional services should you recommend?

C. Modular workstation, concealed storage, daylight enhancement

Sample Solution for Hands-On Activity - Drawing Interpretation Based on Design Specifications

Project: Office Renovation Drawing Interpretation

Design Element	Drawing Clue	Your Interpretation
Flooring Finishes	Labels and notes in plan, material spec	Workstation and reception areas have carpet tile; pantry area has vitrified tiles; CEO cabin has wooden laminate flooring.
Furniture Layout	Workstation and meeting room layout	12 modular workstations arranged in two linear rows; 6-seater meeting table; reception with 3-seater bench and counter; ergonomic CEO desk with visitor seating.
Lighting/Ceiling Layout	Symbols in RCP (cross grids, diffusers)	POP grid ceiling (600x600 mm) in most areas; recessed lights aligned with workstations; provision for task lights in CEO and meeting rooms.
Partition Placement	Wall thicknesses and symbols	Solid walls for cabins and conference; glazed partition between reception and conference; pantry partition is lightweight drywall.
Entry/Exit & Circulation	Door swing directions and corridor widths	Smooth circulation with minimum 3’ clear pathways; entry through reception leads directly to common work area and cabins.
Service Points (Electrical/HVAC)	Icons and tags on electrical plan	Switchboards placed at workstations and near entrances; AC vents aligned with ceiling grid; FOU unit at entry; wall-mounted AC in cabins.

Summary of Findings:

- Design is well-aligned with circulation and zoning principles.
- No major clashes noted between furniture and service layout.
- Lighting in work zones is properly spaced, but clarification needed on emergency lighting provision.
- Pantry area requires coordination for plumbing line routing through service shaft.
- Wall finish and flooring labels are consistent with the material spec sheet.
- Recommendation: Confirm ceiling height in the CEO cabin due to nearby beam drop (as seen in section).

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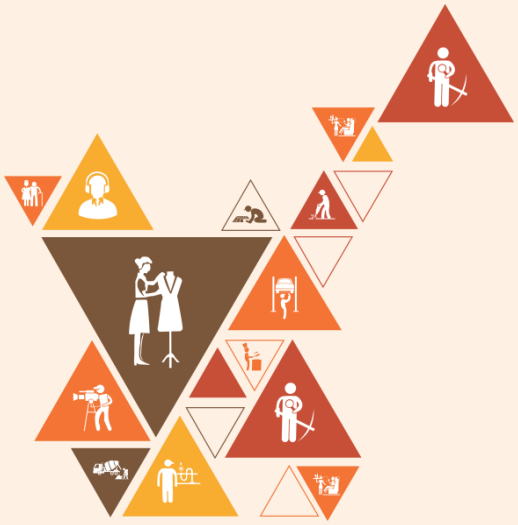
4. Site survey/Recce for Interior Designing

Unit 4.1 Site Surveys

Unit 4.2 Measurement and Marking Activities

Unit 4.3 Recce Report Preparation



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Discuss the SOP for conducting site survey and recce.
2. List different technical infrastructure like ply boxing, drywall, civil wall, etc. at the worksite affecting project designing.
3. List various design elements at worksite like tiles, furniture, light, paints, sanitary fittings, etc. affecting the project scope of work.
4. Analyse the recce planning for tools, materials, and equipment based on required job work specifications.
5. Identify suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.
6. Explain the process of interpreting MEP and construction details for project designing.
7. Explain the process of interpreting the scope of work details based on different design elements at the worksite.
8. List all the pre-requisites involved in performing measurement and marking activities.
9. State the importance of workplace monitoring during measurement and marking activities.
10. Examine the worksite for the appropriate execution of measurement and marking activities. based on specified instructions.
11. Describe various elements involved in a recce report and the process of interpreting them.
12. Explain the importance of time management during assigned job work.
13. State the importance of preparing and validating a measurement sheet.
14. Identify suitable techniques for adequate preparation and timely submission of the recce report.
15. Explain the process of recce report validation based on site layout and space plan.

UNIT 4.1: Site Surveys

Unit Objectives

At the end of this unit, the participants will be able to:

1. Discuss the SOP for conducting site survey and recce.
2. List different technical infrastructure like ply boxing, drywall, civil wall, etc. at the worksite affecting project designing.
3. List various design elements at worksite like tiles, furniture, light, paints, sanitary fittings, etc. affecting the project scope of work.
4. Analyse the recce planning for tools, materials, and equipment based on required job work specifications.
5. Identify suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.
6. Explain the process of interpreting MEP and construction details for project designing.
7. Explain the process of interpreting the scope of work details based on different design elements at the worksite.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector and screen, Printed layout plans (floor plan, electrical plan, etc.), Sample site recce checklist (blank and filled), Sample measurement sheet and observation notes, Laser distance measurer and measuring tape, Plumb bob, spirit level, and chalk line, Marking tools (marker pens, masking tape), Photographs of actual site markings and technical constraints, Monitoring checklist for marking accuracy, Sample NOC / approval format and client acknowledgment form, Printouts of recce report templates (blank and sample), Reference floor plans with annotations (correct and incorrect marking examples)

Say

Before starting any interior design project, conducting a detailed site survey is essential. It helps designers understand the space, identify limitations, and gather accurate measurements and data to avoid errors later.

Ask

- What preparations must be made before visiting a site?
- Why is meeting the client POC important?
- How do photographs help in the design process?

Explain

Site survey involves a step-by-step process: preparing with drawings, scheduling the visit, carrying tools like laser measurers and PPE, and coordinating with the client POC. On-site, you measure walls, ceilings, windows, and utilities. You also document challenges like dampness or structural obstructions. Post-visit, prepare a Recce Report with all findings and photographs to share with the team.

Debrief

A well-conducted site survey ensures that the design is feasible and minimizes execution issues. Always document everything clearly and cross-check on-site conditions with drawings.

Notes for Facilitation

- Use real recce reports for demonstration
- Practice mock survey setup in classroom
- Emphasize checklist and client communication

Say

Every site has pre-existing structures—walls, beams, ducts—that influence design decisions. Understanding this infrastructure is key to design feasibility.

Ask

- Can all walls be removed during remodelling?
- How does beam height affect false ceiling design?
- What is the impact of existing electrical points on design?

Notes for Facilitation

Elements like load-bearing walls, drywall partitions, service shafts, columns, and beams set physical boundaries for design. For example, civil walls can't always be removed; electrical points determine furniture or lighting positions. Ceiling height affects how much you can drop the ceiling or add lighting. Designers must plan around these elements creatively.

Debrief
Ignoring technical constraints can lead to costly errors. Smart designers turn limitations into design features—like boxing a column into a shelf.

- Show photos of each technical feature
- Share examples of good workaround designs
- Conduct a quick quiz on identifying elements from photos

Say

Materials and finishes used in a space—like tiles, furniture, lights—determine the scale and cost of the project. These define the Scope of Work (SOW).

Ask

- How can a designer light fixture impact the ceiling design?
- What changes in scope when the client selects textured paint?
- Why must furniture selection be finalized early?

Explain

Design elements like flooring tiles, modular furniture, lighting fixtures, paints, sanitary fittings, and curtains must be considered during planning. Each of these affects the job scope, timeline, cost, and even coordination between teams. For instance, a chandelier may require ceiling reinforcement and separate switches, which must be accounted for in advance.

Debrief
Client preferences in design elements impact many technical and timeline aspects. Document every material choice and its design impact in the SOW.

Notes for Facilitation

- Bring finish samples to class (tiles, fabrics, lights)
- Use case studies to analyse changing SOW
- Create a mock SOW for a given design brief

Analyse Recce Planning

A successful recce begins with smart planning—knowing what to look for, what tools to carry, and what data to capture.

Ask

- Why should you carry finish samples during a recce?
- What measurements matter when designing a wardrobe?
- How do you prepare a toolkit based on the job work?

Explain

For any job—carpentry, flooring, ceiling—recce tools and samples must be chosen accordingly. In the case of a wardrobe, carry a laser measurer, notebook, laminate/fabric samples, and check plug point positions and window clearance. This ensures the final design aligns with site constraints.

Debrief

Planning your toolkit and checklist as per job work ensures you gather the right data in one visit. It saves time and ensures accuracy.

Notes for Facilitation

- Conduct role play: Plan a recce visit with a sample brief
- Use material swatches and ask students to match finishes
- Create a toolkit checklist on the board

Say

To avoid delays or conflicts, interior tasks must be executed in a proper order. Knowing the sequence helps align design and execution.

Ask

- What happens if painting is done before electrical rough-in?
- How can task delays in one trade affect others?
- Which tool helps track job dependencies?

Explain

Projects involve several teams—civil, plumbing, electrical, carpentry. If work is not sequenced, rework happens. Tools like Gantt charts or daily checklists help track what's done and what comes next. For example, ceiling boxing can only begin after electrical conduits are placed.

Debrief
Plan every task with dependencies in mind. Confirm previous task handover before starting the next to maintain flow and quality.

Notes for Facilitation

- Show sequencing flowchart or Gantt chart
- Conduct task-order matching activity
- Use real case of poor planning and its impact

Sample Solution for Practical Hands-On Activity

Plan a Recce Toolkit Based on Job Work

Job Work Specifications Identified:

1. Wall-to-wall and floor-to-ceiling custom wardrobe.
2. Coordination with existing window frame for shutter clearance.
3. Internal components like drawers, hanging space, etc.
4. Provision for internal lighting or plug point (if required).
5. Material and finish selection consultation on-site.

Recce Toolkit Checklist

Item	Purpose / Justification
Laser Measurer	Accurate measurement of wall-to-wall width, ceiling height, and window location.
Measuring Tape	Useful for confirming shorter dimensions and corner alignments.
Notebook & Pencil	To record dimensions, sketch layout, and note site challenges.
Camera / Phone	Capture window position, site conditions, electrical points, and existing finishes.
Material Finish Samples	To discuss options with the client for shutters, laminate, and organizer finishes.
Hinges/Rail Track Sample Images	For verifying feasibility of sliding shutter hardware in alignment with window.
Socket Tester or Multi-Tester	To check for existing electrical points or space for internal lighting options.
Wardrobe Design Reference Sheet	Helps client visualize internal organizer layouts and finalize compartments.
Recce Checklist (Printed)	Ensures all site parameters and client inputs are documented during the visit.

Sequence and Schedule Interior Tasks

Sample Solution 1

Title: Sequence and Schedule Interior Tasks
Project: Retail Store – Fashion Boutique (400 sq. ft.)

Sl. No.	Task	Description	Dependency/Notes
1	Site Preparation	Cleaning, marking out zones, protection of surfaces	Must be completed before civil work begins
2	Civil Work (if any)	Flooring base preparation, trial room wall construction	Before electrical and HVAC; check structural clearances
3	Electrical Conduit Laying	Wiring for lights, signage, display shelves, sockets, AC	Must be done before false ceiling and wall panel work
4	HVAC Duct Installation	Ducted AC placement near trial room and main floor	Coordinate with false ceiling layout
5	False Ceiling	Cove lighting provision, cutouts for lights and signage mount	After electrical and HVAC duct layout is marked
6	Flooring	Wooden tile laying with finishing	After false ceiling; area should be clean and dust-free
7	Painting and Wall Graphics	Neutral base colour and branding decals	After ceiling and electrical fitouts
8	Furniture Installation	Modular shelves, reception desk, trial room mirror fitting	After flooring and paint
9	Lighting Fixture Mounting	Focus lights on racks, signage lighting	After ceiling and furniture are in place
10	Final Electrical Testing	Switchboard checks, AC functioning, light tests	Post installation, before handover

Sample Solution 2

Title: Interpreting MEP and Structural Drawings
Project: Commercial Office Cabin (12 ft × 15 ft)

Design Decisions Affected by MEP/Structure:

1. **False Ceiling Depth Adjustment**
    - Due to the drop beam at the entrance and AC duct along the rear wall, ceiling height must be adjusted.
    - Solution: Create a step-down false ceiling or tray ceiling design to incorporate beam depth and duct lines.
2. **AC Unit Placement**
    - The 16A point and drainage hole are fixed at the top-left wall.
    - The AC unit design and furniture (e.g., wall-mounted shelves or storage) must leave clearance here.
3. **Desk and Socket Positioning**
    - Desk should be positioned near S2 (socket point) on the right wall.
    - Avoid furniture blockage of electrical points or ventilation paths.

Marked Areas for Design Adjustment:

- Avoid ceiling-mounted light (L1) directly under duct path (D1)—shift light fixture if needed.
- Leave access space near drainage shaft and P1 for maintenance of plumbing behind pantry counter.

Suggested Design Integration Solutions:

1. **Ceiling Integration:**
    - Use a step ceiling or box-out design around duct and beam while maintaining minimum height clearance.
2. **Modular Pantry Counter Design:**
    - Provide a removable shutter or access panel near P1 plumbing point and shaft for future repairs.

UNIT 4.2: Measurement and Marking Activities

Unit Objectives

At the end of this unit, the participants will be able to:

1. List all the pre-requisites involved in performing measurement and marking activities.
2. State the importance of workplace monitoring during measurement and marking activities.
3. Examine the worksite for the appropriate execution of measurement and marking activities. based on specified instructions.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector and screen, Printed layout plans (furniture, electrical, ceiling), Sample marking checklist (blank and filled), Laser distance measurer and measuring tape, Plumb bob, spirit level, chalk line, marking tools (marker pens, masking tape, chalk), Sample observation sheet for marking accuracy, Site photographs showing correct and incorrect markings,

Say

Before any design element is placed or installed on-site, it must first be accurately measured and marked. This forms the basis for all work ahead—whether it is fitting cabinets, installing lights, or placing partitions.

Ask

- Why is it important to use client-approved drawings before starting measurement?
- What could happen if the site is not ready for marking?
- What tools do you use most commonly on-site for measurement?

Explain

To perform accurate measurement and marking, certain pre-requisites must be ensured:

- Design Drawings: Use only the latest approved layout and elevation drawings.
- Site Readiness: Area should be clean, levelled, and dry. No wet work should be ongoing.

- Tools: Use measuring tape, laser distance measurer, plumb bob, spirit level, masking tape, etc.
- Reference Points: Identify corners, beam edges, or window junctions as your base for all measurements.
- Samples/Specs: If marking is based on specific items (e.g., microwave or sink), carry actual specs or samples.
- Safety & Permissions: Ensure PPE is worn and proper entry permissions are obtained.

Debrief
Accurate site marking saves time and avoids rework. Always check your drawings, tools, and reference points before starting.

Ask

- Who is responsible for verifying measurements and marking on-site?
- How can you ensure the right height is marked for a shelf?
- Why should deviations be reported immediately?

Notes for Facilitation

- Use a physical marking demo or tool kit in class.
- Share a sample drawing and simulate marking locations.
- Discuss real site challenges (like uneven flooring or shifting references).

Importance of Workplace Monitoring During Measurement and Marking Activities

Just as important as measuring correctly is monitoring how the measurement and marking are being carried out on-site. Even a small error in marking a switchboard or partition can lead to costly mistakes.

Monitoring the site ensures that:

- All marking is done using the correct tools and reference levels.
- Surfaces are clean, dry, and levelled before marking begins.
- Safety is maintained with proper PPE and tool handling.
- Measurements match approved plans.

- Conflicts (e.g., duct clashing with cabinet) are caught early.
- Deviations are documented and resolved through discussion with the design team.

Use tools like a monitoring checklist to track:

- Whether correct drawings are used
- If heights are measured from finished floor level
- Whether there are any clashes or errors in alignment

Debrief

Monitoring is not about fault-finding, but about quality assurance. By catching mistakes early, you protect the timeline, budget, and design quality.

- Share printed monitoring checklists used by design teams.
- Use sample photos to highlight misalignment and poor marking.
- Discuss how monitoring helps catch errors before execution.
- Invite learners to create a short checklist for their own use on-site.

UNIT 4.3: Recee Report Preparation

Unit Objectives

At the end of this unit, the participants will be able to:

1. Describe various elements involved in a recce report and the process of interpreting them.
2. Explain the importance of time management during assigned job work.
3. State the importance of preparing and validating a measurement sheet.
4. Identify suitable techniques for adequate preparation and timely submission of the recce report.
5. Explain the process of recce report validation based on site layout and space plan.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Sample recce report template (blank and filled), Site observation sheet and measurement sheet formats, Printed layout plans and photographs of actual project sites, Photo samples showing site challenges (e.g., duct obstructions, damp walls), Client brief or sample project requirement document, Sample approval log and NOC document, Checklist for recce documentation

Say

Site recce reports are vital documents in interior design. They ensure all observations, measurements, challenges, and client inputs are clearly recorded and validated before planning begins.

Ask

- What key details must be included in a recce report?
- Why are photographs important during site documentation?
- How do measurement sheets help during execution?

Explain

Recce documentation includes several elements:

- Site Survey Checklist to ensure nothing is missed.
- Measurement Sheets for capturing room dimensions and details of windows, doors, and ceiling heights.

- Photographic Records for visual proof of site conditions.
- Observation Notes to record defects, risks, or site constraints.
- Client Acknowledgment for transparency.
- Approval Logs and NOCs for sites in regulated zones.
- Revised Layouts if design needs updates based on actual site condition.
  Each component ensures that the project is aligned with reality and client expectations.

Debrief
An Assistant Interior Designer must be thorough and clear while preparing recce documents. These serve as the base for design finalization and smooth execution.

Notes for Facilitation

- Display samples of real or dummy recce documents.
- Conduct a walkthrough of each section (checklist, measurement sheet, etc.).
- Show how each section connects to actual design planning.

Say

Once the site is visited and observations are made, it's time to prepare and submit a clear, professional recce report that supports design decisions.

Before drafting your recce report, you should:

- Review the client brief and layout plans to ensure all requirements are addressed.
- Organize your site data—measurements, photos, observation notes—into clear categories (e.g., electrical, flooring, ceiling).
- Confirm all observations with stakeholders (like the client POC or site engineer) for accuracy.
- Check for missing details, contradictions, or unclear entries and resolve them.
- Prepare a draft structure for the report based on your template (e.g., project details, site conditions, recommendations).

Timely submission of a recce report is critical because:

- It ensures the project design, costing, and planning move forward without delays.

- Stakeholders rely on the recce report to make layout, budget, and technical decisions.
- Delays can lead to miscommunication, scheduling conflicts, or missed procurement deadlines.
- Timely reports reflect professionalism and support efficient team coordination and client trust.

Cross-verifying measurements and site photos helps to:

- Ensure the accuracy of recorded dimensions (lengths, heights, service point positions).
- Validate that observed site conditions (like dampness or duct location) are supported by visual evidence.
- Detect any contradictions between written notes and real conditions.
- Provide reliable data for the design team to prepare accurate drawings, BOQs, and execution schedules.

Debrief
A professionally written recce report avoids surprises later. It also supports scope definition, design clarity, and project costing.

Ask

- What should you do before drafting your report?
- Why is timely submission of a recce report critical?
- What is the purpose of cross-verifying measurements and site photos?

Notes for Facilitation

- Provide participants with a blank recce report template.
- Use a sample site photo and ask them to write sample observations.
- Compare a poor-quality vs. well-prepared recce report.
- Emphasize report structure, clarity, and accuracy as key skills.

Solution to Exercises

MCQs

1. During a client walkthrough, they request to shift a partition wall slightly to increase pantry size. What should you do first?
C. Document the change request and initiate design review

2. Which of the following best describes the purpose of a Drawing Revision Log?
C. To log changes made to drawings with reasons and approval

3. A design team revised the electrical layout but did not update the drawing distributed to the contractor. What risk does this pose?
B. On-site execution errors

4. A client says, "I didn't approve this material change." How can you avoid such situations?
B. Maintain and share detailed Minutes of Meeting (MOMs)

5. What is the benefit of incorporating the CAPA process in design approvals?
C. Ensures errors are corrected and not repeated

Hands-On Activity: Examine the Worksite for Measurement and Marking Accuracy

Sample Output Table

Marking Area	Drawing Instruction	Actual Measurement	Correct/Incorrect	Remarks / Action Required
TV Unit Wall Width	1800 mm	1800 mm	Correct	Measurement matches exactly. No correction needed.
Switchboard Height	1200 mm from finished floor	1400 mm	Incorrect	Switchboard needs to be re-marked at the correct height.
Wardrobe Left Boundary	Starts 150 mm from window edge	Touching window frame	Incorrect	Re-align marking 150 mm away to avoid blocking the window.

Centerline of Sofa Wall	Aligned with room midpoint	Perfectly centered	Correct	Verified with spirit level and room measurements.

Observations & Discussion Points

- The incorrect switchboard height could cause user discomfort and wiring rework during electrical installation.
- The wardrobe misalignment may block window opening and restrict natural light—impacting usability and aesthetics.
- Correct markings show good adherence to layout and facilitate accurate downstream work.

Suggested Corrective Measures

1. Re-mark switchboard using a measuring tape and mark at exactly 1200 mm from finished floor level.
2. Measure 150 mm from the window frame and re-draw the left boundary of the wardrobe.
3. Cross-verify all future markings using reference points and a printed layout before actual work begins.
4. Use masking tape or chalk lines for cleaner, temporary markings during pre-installation phase.

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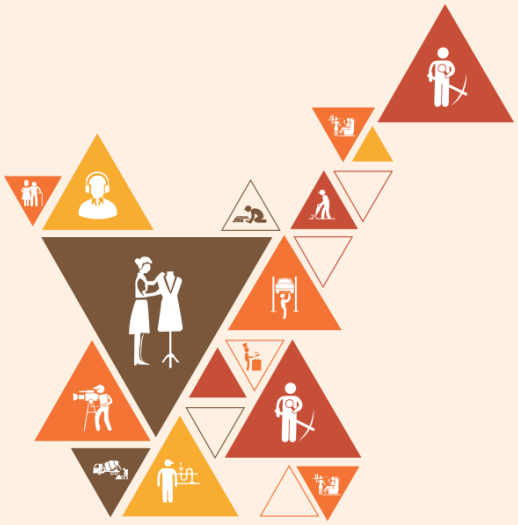
5. Client Deliberations and Market Research

Unit 5.1: Conduct Market Research and Trend Analysis

Unit 5.2: Client Deliberation



Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Define the scope of work and its importance in project execution.
2. List various national and international market trends and technologies in interior designing.
3. State the role of market research during effective client deliberation and design finalization.
4. Illustrate the role of products and material catalogues in project client discussions.
5. List various documentation formalities associated with client deliberation and meetings.
6. Explain the process of preparing tentative scope of work based on client requirements.
7. Conduct market research based on initial client requirements for market trends and new technologies.
8. Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.
9. Explain the process of preparing and managing products and material catalogues.
10. Explain how to prepare a sample Minutes of Meeting (MOM).
11. Employ suitable documentation methods for record-keeping of client discussions.

UNIT 5.1: Conduct Market Research and Trend Analysis

Unit Objectives

At the end of this unit, the participants will be able to:

1. Define the scope of work and its importance in project execution.
2. List various national and international market trends and technologies in interior designing.
3. State the role of market research during effective client deliberation and design finalization.
4. Explain how to conduct market research based on initial client requirements for market trends and new technologies.
5. Explain the process of preparing tentative scope of work based on client requirements.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Sample Tentative and Final Scope of Work documents (blank and filled), Sample client briefs, Sample trend reports or interior material catalogues, Market comparison charts (price, lead time, durability)

Say

Understanding the scope of work is essential for planning, budgeting, and delivering an interior design project. It outlines what tasks will be done, how, and within what timeline.

Ask

- What is the difference between Tentative Scope of Work (TSOW) and Final Scope of Work (FSOW)?
- Why is it important to define deliverables clearly in FSOW?
- How can FSOW prevent conflicts during execution?

Explain

The Final Scope of Work (FSOW) is a binding document that defines materials, activities, roles, quality expectations, and timelines. It helps align all stakeholders.
In contrast, a Tentative Scope of Work (TSOW) is created early in the project to estimate effort and cost based on assumptions.
Interior designers must understand both to plan effectively and manage changes formally.

Example: A client initially asks for wooden flooring (TSOW), but later switches to carpet tiles (reflected in FSOW after discussion).

Debrief
A well-defined scope ensures smooth execution, accurate costing, and on-time delivery. Always maintain scope clarity from proposal to handover.

Notes for Facilitation

- Use real or mock project FSOW/TSOW documents.
- Display a comparison chart for TSOW vs FSOW.
- Encourage learners to identify items that often change from tentative to final stage.

Market Trends and Technologies in Interior Designing

Interior design evolves constantly. Keeping up with trends and technologies ensures your designs are modern, cost-effective, and appealing to clients.

You may ask:

- How does market research help during design finalization?
- Can you name one recent design trend or product you've seen in the market?
- Why is it important to track material costs and availability?

Market research enables designers to:

- Offer updated materials and design options.
- Align recommendations with the client's budget.
- Find new materials when prices fluctuate (e.g., replacing teak with engineered wood).
  It helps in vendor selection, style matching, and checking compliance with sustainability goals. Scenario-based decisions backed by market insights improve client confidence and reduce revisions.

Debrief
Regular market research is your secret weapon—it helps balance creativity with practicality and ensures the project remains relevant, feasible, and well-executed.

- Share examples of trending materials (e.g., fluted panels, terrazzo tiles).
- Conduct a quick group activity: find alternative products for an expensive or unavailable item.
- Use catalogues or brand brochures to compare material features and prices.

Say

In this activity, you will transform a Tentative Scope of Work into a Final Scope by incorporating site observations and client modifications. This not only ensures clear documentation but also helps avoid scope creep and misalignment during execution.

Project Title and Details

Project: Startup Office Interior Design
Client: NexGen Analytics Pvt. Ltd.
Location: 2nd Floor, Galaxy Tech Park, Bengaluru
Office Area: 2,000 sq. ft.

Objective of the Project

To deliver a functional, collaborative, and minimalist workspace tailored to a growing analytics startup, integrating revised client preferences and site constraints.

Scope of Work

1. Workstations:

- 24 workstations including 2 hot desks in open layout
- Modular partitions with cable management

2. Manager Cabin:

- Glass partition cabin with executive desk and storage

3. Meeting Room (6-seater):

- Glass partition
- Wall-mounted screen
- Dry-erase paint on one wall

4. Reception Area:

- Minimal desk with branding wall behind
- Seating for 3

5. Pantry Counter:

- Modular base cabinets with soft-close fittings
- Overhead open shelves

6. Ceiling & Lighting:

- **Exposed ceiling** in work area with black matte paint
- Suspended LED panels and pendant lights

7. Flooring:

- Vinyl planks across entire office space

Key Materials and Finishes

- Vinyl Plank Flooring (Light Oak)
- Exposed painted ceiling (Black)
- Modular furniture in white & grey finish
- Branding wall: Vinyl graphics + company logo
- Soft-close accessories (pantry)

Timeline and Work Schedule

Week	Activity
1	Demarcation, electrical planning, ceiling painting
2	Furniture fabrication & vinyl flooring
3	Installation of lighting and partitions
4	Finishing, dry-erase paint, branding wall
5	Final touches, cleaning, client walkthrough

Constraints and Considerations

- Low slab height restricts full ceiling – only partial grid in reception/meeting areas
- Narrow entry requires modular furniture delivery in parts
- Layout realigned to accommodate column near meeting room

Exclusions

- AC and HVAC installation
- Server room equipment and configuration

Notes for Facilitation

- Start by discussing why FSOW is important—as a binding reference for design, procurement, and execution teams.
- Briefly explain each heading in the FSOW template: Objective, Description, Materials, Timeline, Exclusions, etc.
- Ask participants to analyse the TSOW vs. site and client inputs, then reflect changes under relevant headings.
- Encourage clarity, completeness, and conciseness—professional FSOWs should be actionable and readable.
- Facilitate a peer review exchange where groups swap their FSOW drafts and give feedback.
- Reinforce the habit of documenting constraints and exclusions explicitly to prevent misunderstandings on-site.

Sample Solution for Activity: Conduct Market Research Based on Initial Client Requirements for Market Trends and New Technologies

Sample Market Research Report: Modern Sustainable Home Office (150 sq. ft.)

Client Brief Summary

- **Style:** Modern
- **Focus:** Sustainability & Smart Technology
- **Budget:** Moderate
- **Application Area:** Home Office (approx. 150 sq. ft.)

1. Design Trends Identified

Trend	Description
Biophilic Design	Use of plants, natural textures, daylight to improve wellness and productivity.
Minimalist Workspace	Clean lines, neutral palette, multi-functional furniture.
Sustainable Finishes	Materials like bamboo, cork, reclaimed wood, and recycled glass.
Compact Smart Furniture	Foldable desks, chairs with storage, height-adjustable tables.

2. Smart Technologies & Features

Feature	Description & Benefit	Approx. Cost	Vendor/Source
Smart Lighting	Motion sensor LED lighting – saves energy	₹2,500–₹4,000	Wipro, Syska, Amazon India
Automated Blinds	Remote/voice-controlled window blinds	₹5,000–₹8,000	IKEA India, Lutron
Ergonomic Task Chair with Lumbar Support	Improves posture, comfort for long work hours	₹6,000–₹10,000	Featherlite, Godrej Interio

3. Eco-friendly Material Options

Material	Description	Est. Cost per sq. ft.	Vendor Source
Bamboo Boards	Renewable, durable for desktops & cabinets	₹180–₹250	Greenlam, BambooIndia
Recycled Tiles	Made from waste glass and ceramics	₹70–₹120	Bharat Floorings, Kajaria
Low-VOC Paint	Reduces harmful emissions indoors	₹40–₹60	Asian Paints, Berger Paints

4. Visual References / Mood Board

- Neutral colour palette (white, grey, green)
- Compact standing desk made from bamboo
- Wall-mounted shelves
- Indoor plant corners and daylight integration
  (Insert visual slide or reference images in actual presentation)

Client Presentation

- The design supports modern aesthetics while being eco-conscious.
- Smart technology adds energy efficiency and comfort.
- Materials are cost-effective, easily sourced, and meet the sustainability requirement.
- Total budget estimated to remain under ₹1.5 lakhs for setup and execution.

Notes for Facilitation

- Use live vendor websites or catalogues.
- Compare premium vs cost-effective alternatives.
- Demonstrate how to prepare a sample material board based on trends.

UNIT 5.2: Client Deliberation

Unit Objectives

At the end of this unit, the participants will be able to:

1. Identify the role of products and material catalogues in project client discussions.
2. Explain the process of preparing and managing products and material catalogues.
3. List various documentation formalities associated with client deliberation and meetings.
4. Identify suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.
5. Explain how to prepare a sample Minutes of Meeting (MOM).
6. Employ suitable documentation methods for record-keeping of client discussions.
7. Explain the role of effective notes making techniques in maintaining client data.
8. Explain the process of managing client requirements using effective notes making techniques

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Printed/digital BOQ and Scope documents, Meeting notes and MoM templates, Change request and client brief forms, Real or mock client feedback examples, Digital note-taking tools demo (e.g., OneNote, Google Docs), Sample filled MoM from past project, Colour-coded note samples or template for sorting notes

Say

Catalogues are essential visual and technical tools that help in effective client interactions. They allow clients to understand finishes and compare products easily, making the selection process faster and more accurate.

Ask

- How do catalogues help reduce confusion during client discussions?
- Can you recall a situation where product samples changed a client's choice?
- What categories should be maintained in a catalogue folder?

Explain

Catalogues help present visual choices to the client and allow technical comparisons between products. For instance, while choosing kitchen laminates, showing matte vs. gloss finishes can help the client decide faster. Organized catalogues also speed up BOQ finalization and reduce errors during procurement.

Debrief
Using updated and well-managed catalogues enhances client trust, saves time, and keeps the project on track.

Notes for Facilitation

- Show samples or catalogue pages (physical or digital)
- Compare two material options for the same item (e.g., veneer vs. laminate)
- Demonstrate how catalogues are linked to BOQ or scope

Documentation Formalities

Proper documentation during client interactions helps track changes, verify approvals, and ensure accountability across the project timeline.

You may ask:

- Why is it important to record every client meeting and communication?
- Which document captures changes during the project?
- What is the difference between a client requirement sheet and meeting notes?

Documentation includes client briefs, meeting notes, communication logs, and sign-offs. For example, if a client changes the tile selection, that must be recorded and approved. This avoids disputes, ensures team alignment, and supports timely execution.

Debrief
Clear documentation ensures transparency and helps everyone stay aligned with client expectations.

- Share real or sample meeting notes and change request forms
- Use a template to explain each record type
- Encourage learners to create a mock client communication log

Managing Notes Efficiently

Taking and organizing notes well is a skill that supports project coordination, avoids misunderstandings, and helps in smooth design execution.

You may ask

- What problems can occur if you miss taking notes during a meeting?
- Which tools help in efficient note-taking?
- How can colour-coding help in reviewing notes?

Good note-keeping uses templates, digital tools, and organized folders. For example, using OneNote or Google Docs allows easy sharing and retrieval. Colour-coding or categorizing notes based on themes (budget, design, electrical) makes future reference easy.

Debrief

Notes are your reference guide. Organised notes help reduce rework, enable accountability, and protect you legally.

- Show templates used in actual projects (MoM format, client follow-up sheet)
- Demonstrate note categorisation and digital note tools
- Discuss when to review and update notes

Preparing Minutes of Meeting (MoM)

Minutes of Meeting (MoM) are the official records of project decisions and next steps. They clarify actions and ensure client and team agreement.

Ask them

- What are the key sections in a good MoM?
- Why is recording MoM useful after every client meeting?
- Who should receive the MoM copy?

A good MoM includes project name, date/time, agenda, attendees, discussion points, decisions, action items, and deadlines. For instance, in a living room finalisation meeting, approved laminate finish, electrical changes, and fabric choices are recorded. MoMs help assign tasks and confirm agreements.

Debrief

MoMs are vital documents that ensure clarity, reduce conflict, and act as a reference for follow-ups.

- Use printed or digital MoM templates
- Show filled sample (e.g., from residential or retail project)
- Conduct a MoM writing exercise based on a mock discussion

Sample Solution for Activity

Analyse and Approve Design Specifications for Project Execution

Sample Solution

1. Review the Design Brief

- **Project Name:** Café Interior – Brew Bliss
- **Design Intent:** Earthy tones, natural textures, open seating, with branding elements.
- **Client Requirements:** Reclaimed wood finishes, eco-friendly materials, budget under ₹12 lakhs.

2. Study Submitted Drawings and Layouts

- Layout includes:
    - Main seating zone (14 covers)
    - Service counter with back kitchen
    - Washroom
    - Branding wall
- Verified furniture placement and circulation flow using scaled drawings.

3. Examine Material Samples and Finish Boards

- Counter: Plywood base with reclaimed wood laminate – **Approved**
- Flooring: Terrazzo tiles – **Approved**
- Ceiling: Exposed ductwork with suspended jute lamps – **Approved with modification** (replace jute with fire-rated rattan-style)
- Upholstery: Cotton blend – **Rejected** (Suggest stain-resistant synthetic blend due to maintenance)

4. Technical Validation (MEP / Safety / Compliance)

Validated By	Scope of Validation	Remarks/Changes Suggested	Approval Date
MEP Consultant	Electrical and exhaust routing	Modify duct layout due to low beam height	05/07/2025
Safety Officer	Material fire rating, emergency exit signage	Add emergency light signage at exit door	05/07/2025

5. Final Client Approval

Approval Provided By	Date of Approval	Signature	Comments (if any)
Ms. Asha Mehta (Owner)	06/07/2025	[Signed]	Approved with note to update ceiling spec

6. Vendor Coordination

Material/Service Approved	Vendor Name	PO Issued?	Delivery Timeline
Laminates & Boards	GreenPly Distributors	Yes	10/07/2025 (confirmed)
Upholstery Fabric	D'Decor Furnishings	No	Awaiting fabric change

7. Change Control Log (If Any)

Date	Change Description	Initiated By	Approved By	Status
04/07/2025	Replaced jute lamps with fire-rated rattan type	Designer	Client + Safety	Approved
05/07/2025	Ceiling duct path adjusted	MEP Consultant	PM	Implemented

Demonstrating Effective Notes-Keeping Technique

Sample Meeting Notes Template (Filled)

Client Name: Priya Sharma
Project Type: Residential – 3BHK Apartment
Date & Time: 09 July 2025, 11:00 AM
Location: Client's Site / Online (Google Meet)
Participants:

- Priya Sharma (Client)
- Anuj Verma (Interior Designer)
- Rhea Kapoor (Assistant Interior Designer)

Agenda Items:

- Space planning preferences
- Budget discussion
- Timeline expectations
- Material preferences
- Next steps

Discussion Points:

Category	Details
Design	Client prefers an open kitchen with island; pastel theme in bedrooms; minimal false ceiling.
Budget	Max budget of ₹15 lakhs including furniture. Avoid imported finishes.
Timeline	Completion expected in 12 weeks. Civil work to begin post 15th August.
Materials	Likes matte laminate finish, terrazzo tiles, eco-friendly paint.
Services	Wants concealed lighting and modular storage.

Client Feedback / Decisions:

- Island kitchen layout approved.
- Rejected high-gloss laminates.
- Interested in sustainable product options.
- Final bedroom layout to be sent by next meeting.

Action Items & Deadlines (highlighted):

Task	Assigned To	Deadline	Status
Share initial layout with island option	Rhea	11 July 2025	Pending
Budget breakup and quote	Anuj	13 July 2025	In Progress
Collect material samples for approval	Rhea	15 July 2025	Not Started
Share vendor catalogue links	Anuj	10 July 2025	Done

Follow-up Tasks:

- Schedule next design review call: 16 July 2025
- Share MoM and layout via email
- Begin sourcing short-listed materials

Organization Tips Applied:

- **Colour coding:** Action items and deadlines highlighted in yellow
- **Categories used:** Design, Budget, Materials, Timeline
- **Tools used:** Google Docs for note-taking, shared via email
- **Backup:** Saved to Google Drive under “Client – Priya Sharma”
- **Review:** Weekly review set for every Friday
- **Sharing:** MoM shared with designer and client post-meeting via email

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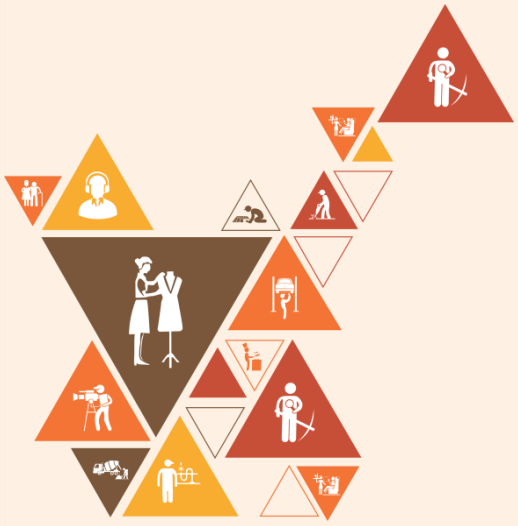
6. Project Budgeting and Execution Planning

Unit 6.1: Project Planning and Timeline Management

Unit 6.2: Need Assessment and Estimation

Unit 6.3: Project Documentation and Approvals



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. List various tools and software for project planning.
2. Explain various elements involved in calculating a project timeline.
3. State the importance of need assessment in a project execution.
4. Explain various features of a project budget and how to calculate them.
5. Describe the role of the Final Scope of Work (FSOW), Material Sheet, and Detailed Design Instructions in the project approval process.
6. Demonstrate the preparation of project timelines and work schedules using appropriate tools.
7. Calculate the workforce and material requirements for project execution.
8. Demonstrate the process of preparing requisite documents for project approval.

UNIT 6.1: Project Planning and Timeline Management

Unit Objectives

At the end of this unit, the participants will be able to:

1. List various tools and software for project planning.
2. Explain various elements involved in calculating a project timeline.
3. Explain how to prepare of project timelines and work schedules using appropriate tools.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Sample project briefs (residential/commercial), Sample Timeline estimation sheet, Sample Gantt chart (printed or projected)

Say

Project planning software helps manage all project stages—from client brief to execution—by streamlining task assignments, timelines, and updates.

Ask

- Which planning tool have you seen or used before?
- Why is it important to track project updates on a digital platform?
- What are the key features you would look for in a design project software?

Explain

Each software listed has a specific strength. Trello is great for small teams and visual task flows. Asana and Monday.com help coordinate tasks with timelines and client feedback. Tools like Houzz Pro are tailored to interior designers, offering features like client mood boards, estimates, and visual planning.

Debrief

Using the right software improves coordination, accountability, and helps deliver projects within deadline and budget.

Notes for Facilitation

- Show screenshots or demo versions of tools like Trello or Monday.com
- Encourage learners to compare two tools for a sample residential project
- Ask learners to list 3 features essential in a tool for interior design

Say

Timelines help break a complex design project into manageable phases, preventing delays and miscommunication.

Ask

- What causes delays in typical interior design projects?
- Can you explain how scope and dependencies affect project schedules?
- Have you seen or used a work breakdown structure (WBS)?

Explain

Timeline calculation involves defining project scope, breaking it down into subtasks, estimating activity duration, and identifying dependencies. Tools like WBS and CPM help prioritize and schedule work. Buffers, calendars, and constraints allow for flexibility and real-world conditions.

Debrief
A well-calculated timeline helps track progress and prevent missed deadlines. Always include buffer time and confirm dependencies.

Explain by:

- Using a sample WBS and ask learners to map tasks
- Showing visuals of critical path and dependencies using diagrams
- Discussing a case where missed sequencing delayed a project

Say

Scheduling transforms planning into action. It allocates responsibilities, sequences work, and keeps everyone aligned.

Ask

- What is the difference between a timeline and a schedule?
- Who should be involved in creating the project schedule?
- Why is it important to share timelines with vendors and clients?

Explain

Work schedules outline who does what and by when. A good schedule assigns owners to each task, uses Gantt charts to show overlaps, and integrates dependencies. It must include milestones, vendor deadlines, site work, and client feedback loops.

Debrief
Schedules keep teams accountable and reduce chaos on site. Use visual tools like Gantt charts and share updated schedules regularly.

Notes for Facilitation

- Display a Gantt chart from a real design project
- Let participants try sequencing 5 common tasks

UNIT 6.2: Need Assessment and Estimation

Unit Objectives

At the end of this unit, the participants will be able to:

1. State the importance of need assessment in a project execution.
2. Explain various features of a project budget and how to calculate them.
3. Calculate the workforce and material requirements for project execution.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Sample client briefs and need assessment formats, Sample budget estimation template (blank and filled)

Say

Need assessment helps identify what the client wants, what the site conditions demand, and what limitations may exist. It is the starting point for effective design and execution.

Ask

- Why is it necessary to assess client needs before designing?
- Can you give an example where a lack of need assessment caused rework?
- What kind of site issues can be discovered during need assessment?

Explain

A proper need assessment ensures scope clarity, avoids last-minute design changes, uncovers site constraints, and enables better planning. For example, a need for natural ventilation might require layout changes, and low ceiling height might limit false ceiling design.

Debrief

Without need assessment, even the best design plans may fail. It ensures the design is tailored to the user and the site.

Notes for Facilitation

- Use role-play or case examples showing successful and failed need assessments.
- Display sample need assessment templates.

Say

Estimation is the process of forecasting how much a design project will cost across various categories such as materials, labour, transport, and supervision.

Ask

- What components go into a typical project budget?
- Have you ever compared planned vs. actual budget? What did you observe?
- What is a cost variance?

Explain

Project budget = Material + Labour + Transport + Vendor Charges + Contingency + Fees. A variance arises when actual cost differs from budgeted cost. Tracking this helps adjust plans and improve future estimates.

Debrief

Budget tracking is a designer's responsibility as much as the contractor's. Understand the numbers to control the design outcome.

- Provide blank budget templates for hands-on practice.
- Show a filled template with both positive and negative variance.

Cost Change Management During Execution

Project budgets rarely stay constant. They change with site decisions, delays, and upgrades. Learning to document and manage changes is critical.

You may ask

- What causes changes in budget during project execution?
- How do you handle client-requested changes?
- Why is written approval essential?

Track reasons for change (scope, design, vendor), re-calculate cost impact, get client approval, and revise the budget sheet. Maintain documentation and adjust timelines as needed.

Debrief

Cost changes are not bad—not managing them is. A disciplined change log builds client trust and project clarity.

- Show a real or sample cost revision sheet.
- Use the hospital project case study to explain.

Tools for Budget Estimation

Interior design estimation today is supported by digital tools that save time and reduce human error.

You may ask

- Have you used Excel or any tool for budget calculations?
- Why might mobile apps be useful for estimation on site?
- What is the benefit of linking design software to estimation?

Use Excel for basic budgets. Use tools like MagicPlan or EasyEstimator for quick calculations. Advanced software (like SketchUp + Estimator plugin) links design directly to cost. Project tools like Monday.com track updates and vendor data.

Debrief:
Tools bring speed, accuracy, and professionalism. Learn which tool to use based on project size and phase.

- Show screenshots of different tools.
- Encourage learners to prepare a mini-budget using a tool of their choice.

Sample Solution for Activities

Estimating Material Cost and Requirement

Material Requirement and Cost Estimate Table

Item	Quantity	Unit Price (₹)	Total Cost (₹)
Plywood 18mm	10 sheets	₹1,200	₹12,000
Laminates	10 sheets	₹850	₹8,500
Handles	10 units	₹120	₹1,200
Hinges	12 pairs	₹100	₹1,200
Vitrified Tiles	750 sq. ft.	₹60/sq. ft.	₹45,000

Emulsion Paint	20 litres	₹250/litre	₹5,000
Wardrobe Accessories	1 set	₹2,500	₹2,500
Kitchen Accessories	1 modular setup	₹15,000	₹15,000
TV Unit Hardware	1 set	₹3,000	₹3,000

Total Estimated Material Cost: ₹93,400

Note:

- Wardrobe Plywood: 4 sheets estimated for 1 wardrobe, 6 extra sheets for kitchen and TV unit.
- Paint: Includes 2 coats for living room and bedroom walls.
- Tile Rate: Assumed uniform across rooms.
- Accessories: Mid-range modular kitchen accessories considered.

Track the Budget: Identify Cost Variance in an Ongoing Project

Planned vs Actual Cost Variance Table

Category	Planned Cost (₹)	Actual Cost (₹)	Cost Variance (₹)	Variance Type
Flooring	₹1,50,000	₹1,70,000	-₹20,000	Overrun
False Ceiling	₹1,00,000	₹90,000	+₹10,000	Saving
Electrical Work	₹1,30,000	₹1,50,000	-₹20,000	Overrun
Painting	₹80,000	₹80,000	₹0	On Budget
Furniture	₹2,20,000	₹2,40,000	-₹20,000	Overrun

Total Cost Variance: -₹50,000

(Project is over budget by ₹50,000)

Analysis & Possible Reasons

- **Flooring Overrun (-₹20,000):** Premium tiles used due to client request for upgraded aesthetics.
- **False Ceiling Saving (+₹10,000):** Used standard gypsum board instead of metal ceiling grid system due to unavailability.
- **Electrical Overrun (-₹20,000):** Added extra sockets and concealed wiring, not included in the original plan.

- **Painting (₹0):** Cost aligned with the original estimate—no changes made.
- **Furniture Overrun (-₹20,000):** Custom laminate and drawer systems added mid-project.

Financial Summary & Suggestions

- **Project Financial Health:** Slightly unhealthy; overspending occurred in high-cost categories.
- **Corrective Actions:**
    - Revalidate estimates and client-approved changes more frequently.
    - Build a 10–15% contingency buffer into future estimates.
    - Use cost control sheets and sign-off procedures for mid-project changes.
    - Conduct weekly cost reviews during execution phase.

UNIT 6.3: Project Documentation and Approvals

Unit Objectives

At the end of this unit, the participants will be able to:

1. Describe the role of the Final Scope of Work (FSOW), Material Sheet, and Detailed Design Instructions in the project approval process.
2. Demonstrate the process of preparing requisite documents for project approval.

Resources to be Used

Participant Handbook, Pen and small writing pad, White board and marker, Projector, Sample FSOW templates (printed/digital), Sample Material Sheet and Finish Boards, Sample Detailed Drawings (electrical, joinery, elevations), Flowchart of documentation approval process, Mock project brief for hands-on task

Say

Final project documentation helps all stakeholders understand what will be executed, using which materials, and in what manner. This ensures approval is based on clarity and mutual agreement.

Ask

- Why is the FSOW considered a crucial document before project execution?
- What can go wrong if material specifications are not documented?
- How do detailed instructions help site teams avoid confusion?

Explain

The FSOW defines exact deliverables, so there is no scope mismatch. Material sheets ensure the client is aware of selected materials, helping avoid budget surprises. Design instructions like layout drawings or installation notes prevent miscommunication during execution. These three documents serve as a clear approval checkpoint.

Debrief

Documenting before doing ensures transparency and protects both designer and client. It lays the groundwork for smooth execution and timely payments.

- Display samples of FSOW, Material Sheet, and Design Instructions
- Discuss real examples of project delays due to incomplete documentation
- Encourage learners to create a mock approval file from a sample project brief

Process of Preparing Requisite Documents for Project Approval

Before a project begins, all execution documents must be prepared, verified, and submitted for sign-off. This process ensures the design is executable and client-approved.

You may ask

- Who should be involved in preparing these documents?
- Why is sequencing (FSOW before material sheet, etc.) important?
- What should you double-check before submission?

The process begins with preparing a draft FSOW based on finalized design and client feedback. This is followed by listing all materials—brand, size, finish, colour. Then, detailed instructions such as electrical plans, elevations, and joinery details are developed. Once compiled, documents are reviewed internally, shared with the client for sign-off, and archived.

Debrief

Proper sequencing, internal checks, and client approval are essential to start execution without confusion or delays.

- Provide a checklist of document elements learners must prepare
- Use a flowchart to show the preparation and approval process
- Assign a group task to create a project documentation file

Solution to Exercises

MCQs

A client for a 3BHK renovation project requests a material upgrade midway, increasing your budget. What should you do FIRST?
C. Calculate the revised cost and get client approval

You are halfway through a commercial fit-out. Your team realizes electrical work is delayed, which is a critical path task. What is the impact?
B. Entire project completion may get delayed

Which of the following would be listed in a Material Sheet for client sign-off?
C. Laminate brand and finish

Why is Need Assessment conducted before execution?
C. To align project with client requirements and constraints

While preparing a budget sheet for a hotel lobby design, you realize the material quantity for marble flooring was underestimated. What should you do to manage this issue?

C. Update the material estimate and reflect the change in FSOW and BOQ

Activity – Project Plan & Timeline for Commercial Space Design

Project Plan Summary

Project Name: Interior Design – Co-working Space
Location: Bengaluru
Total Area: 1,800 sq. ft.
Timeline: 45 working days
Budget: ₹22 lakhs
Team: 1 Site Manager, 2 Carpenters, 1 Electrician, 1 Painter, 1 Civil Supervisor
Client Requirements:

- Modern, neutral-toned design
- Acoustic treatment for cabins/conference room
- Fast-track execution
- Furniture and lighting vendors are pre-finalized

Project Scope and Zoning

Zone	Key Elements
Reception & Lounge	Welcoming layout, seating, branding wall
Private Cabins (2)	Acoustic panels, workstations
Conference Room (10-seater)	Glass partition, AV setup, acoustic ceiling
Workstations (15 seats)	Modular desks, ergonomic lighting
Pantry & Restrooms	Tiling, fixtures, plumbing, ventilation

Sequence of Execution and Estimated Duration

Task	Duration	Assigned Team
Site Measurement & Layout Finalisation	2 days	Site Manager
Civil Marking & Partition Work	5 days	Civil Supervisor + Carpenters
Electrical Wiring & Networking	5 days	Electrician
False Ceiling & Lighting Installation	7 days	Electrician + Carpenter
Acoustic Treatment Installation	3 days	Carpenter
Painting & Finishing	5 days	Painter
Modular Furniture Installation	7 days	Carpenters
Pantry & Restroom Setup	4 days	Civil Supervisor
Final Touch-ups & Cleaning	3 days	All team
Client Walkthrough & Handover	2 days	Site Manager

Total: 43 working days + 2 days buffer = 45 working days

Budget Allocation (Block Estimate)

Category	Estimated Cost (₹)
Partition & Civil Work	₹3,50,000
Electrical & Networking	₹2,50,000
Ceiling & Acoustic Works	₹3,00,000
Paint & Finishing	₹1,50,000
Furniture Installation	₹7,00,000
Pantry & Restroom Setup	₹2,00,000
Final Cleaning & Signage	₹50,000
Miscellaneous/Buffer	₹2,00,000

Total: ₹22,00,000

Task Dependency & Material Matrix

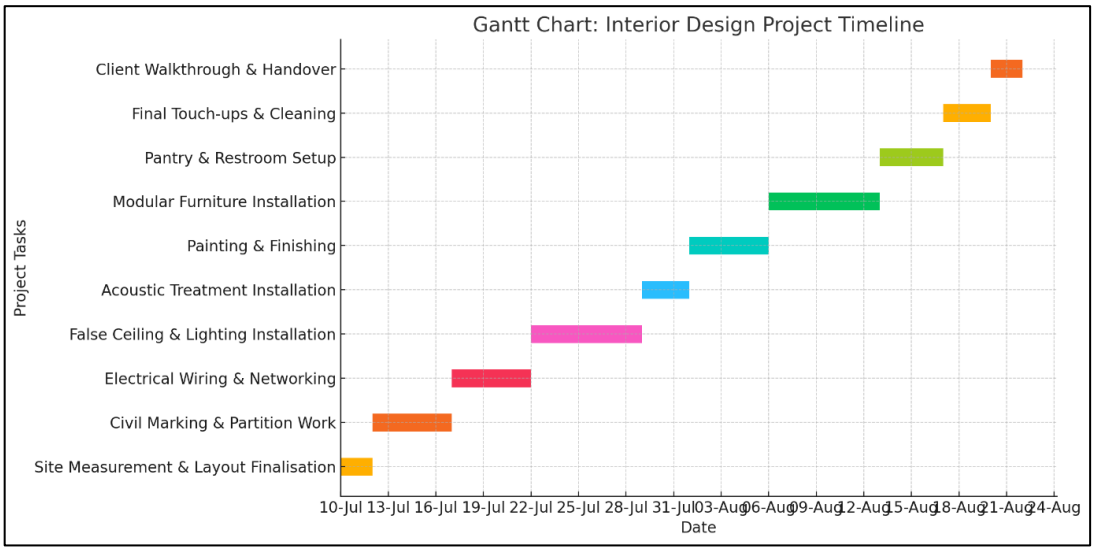
Task	Depends On	Key Materials
Electrical Wiring	Civil marking	Conduits, wires, sockets
False Ceiling Installation	Wiring completion	Gypsum boards, frames

Acoustic Panelling	Partition work	Foam panels, adhesive
Painting	Civil and ceiling completion	Emulsion paint, primer
Furniture Installation	Paint and flooring completion	Modular units, fixings
Pantry Setup	Partitioning, plumbing	Tiles, sink, tap, exhaust fan

Milestones

1. Layout finalised – Day 2
2. Civil & Electrical completed – Day 12
3. Ceiling & Lighting – Day 19
4. Furniture Installed – Day 35
5. Final Touch-up – Day 43
6. Handover to Client – Day 45

Gantt-Style Timeline



It visually represents each task's start and end dates over the 45-day execution window, starting from July 10, 2025.

Presentation Note (2-minute overview)

Our project strategy balances speed and quality by aligning tasks with available skilled manpower and vendor timelines. The scope is broken into clear zones to allow parallel activities where possible. A 2-day buffer helps us manage site uncertainties. We ensured material selections align with client preferences while maintaining cost efficiency. Documentation and daily reporting will help track progress and respond to issues quickly."

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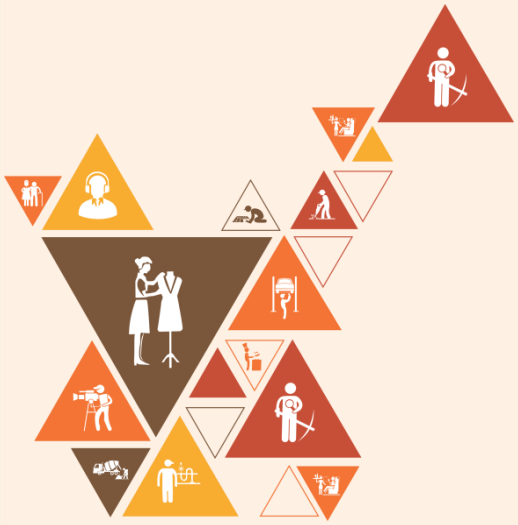
7. Design Project Drafts, Mood Boards, and Models

Unit 7.1: Mood Boards, 3D Renders, and Miniature Models Development

UNIT 7.2: Project Presentation and Change Request



Key Learning Outcomes

At the end of this module, the participants will be able to:

1. List various Computer-Aided Design (CAD) software for project designing based on the area of application.
2. Explain the working and use of common CAD software like 3DS Max, SketchUp, Revit, etc.
3. List the common design drafting and sketching software available.
4. Explain the working and use of common drafting software like AutoCAD, Coral Draw, Photoshop, etc.
5. Describe various elements involved in mood board designing.
6. State the role and importance of mood board elements in project design and approval.
7. Explain the importance of miniature models in the project designing process.
8. Explain the importance of presenting project details in an effective way to clients.
9. Explain the requisites involved in managing a change request.
10.
11. Demonstrate the process of developing 3D renders and models using appropriate Computer-Aided Design (CAD) software.
12. Examine the design drafting and sketching process based on specified specifications.
13. Prepare a mood board based on specified specifications.
14. Demonstrate the process of creating miniature models using given design specifications.
15. Prepare a client presentation based on project details for client deliberations.
16. Perform modification in the proposed drawings/designs based on suggested changes.

UNIT 7.1: Mood Boards, 3D Renders, and Miniature Models Development

Unit Objectives

At the end of this unit, the participants will be able to:

1. List various Computer-Aided Design (CAD) software for project designing based on the area of application.
2. Explain the working and use of common CAD software like 3DS Max, SketchUp, Revit, etc.
3. List the common design drafting and sketching software available.
4. Explain the working and use of common drafting software like AutoCAD, Coral Draw, Photoshop, etc.
5. Describe various elements involved in mood board designing.
6. State the role and importance of mood board elements in project design and approval.
7. Explain the importance of miniature models in the project designing process.
8. Demonstrate the process of developing 3D renders and models using appropriate Computer-Aided Design (CAD) software.
9. Prepare a mood board based on specified specifications.
10. Demonstrate the process of creating miniature models using given design specifications

Say

Let us explore how interior designers use visual tools like mood boards, 3D renders, and miniatures to present design concepts, get client approvals, and refine their ideas before actual execution begins. These tools help communicate design intent clearly and align expectations across all stakeholders.

Ask

- Have you ever created a mood board for any design concept?
- Why do you think 3D renders are important before construction begins?
- What materials would you use to build a physical miniature model?
- Which tools do you think help make these visual representations more efficient?

Explain

Mood Boards:
Mood boards compile textures, colours, materials, furniture references, and styling inspirations into one visual layout. They're used to convey the design mood and ensure the client's vision is reflected clearly. Digital tools like Canva, Photoshop, or PowerPoint help create effective mood boards.

3D Renders:
These are realistic digital visualizations of the interior space. Tools like SketchUp, Revit, and rendering plugins like V-Ray or Lumion are used to simulate light, textures, furniture, and colour. 3D renders help both the designer and client visualize how the final space will look and function.

Miniature Models:
Miniatures or scale models are physical versions of interior designs. Built at a smaller scale (e.g., 1:50 or 1:100), they allow for better spatial understanding. Materials like foam board, card stock, or 3D printed parts are used. These models are ideal for presentations and client approvals.

Debrief

Each tool, mood board, 3D render, and miniature has its own importance in the design workflow. Mood boards help set the tone and aesthetic. 3D renders provide realism and help with precision. Miniatures offer tactile understanding of space and volume. Together, they ensure clarity and reduce rework during actual execution.

Notes for Facilitation

- Encourage participants to explore both digital and physical methods.
- Provide printed reference samples of mood boards, miniature photos, and render screenshots.
- Use free tools like Canva or sample SketchUp files to demonstrate practically.
- Support hands-on creation with easily available materials like cardboard, glue, or digital templates.
- Allow time for peer feedback during group presentations to simulate client reviews.

Guidelines for Hands-On Activity

Create a 3D Render for a Living Room Using SketchUp

Part 1: Modelling in SketchUp

1. Room Layout

- Dimensions: **5m (L) x 4m (W)**, height: **3m**
- Wall thickness: **0.15m**
- Door: **1.2m wide** (centered on short wall)
- Window: **1.5m wide** (centered on adjacent long wall at 1.1m height)

2. Furniture Modelling

Using SketchUp 3D Warehouse:

- **3-Seater Sofa**: Beige linen finish, placed facing the TV unit.
- **Armchair**: Positioned at an angle beside the sofa.
- **Coffee Table**: Low, circular wood-finish table placed centrally.
- **TV Unit**: Sleek white wall-mounted cabinet with shelf above.
- **Additional Items**:
    - Floor Lamp beside the armchair
    - Jute rug under the coffee table
    - Potted indoor plant near window
    - Optional: Feature wall with geometric artwork

3. Materials and Textures

- **Flooring**: Light oak wood
- **Wall Paint**: Matte white with olive green feature wall
- **Upholstery**: Light beige (sofa), moss green (armchair)
- **Tabletop**: Glossy walnut wood
- **Rug**: Woven jute texture

4. Lighting Setup

- **Natural Light**: Entering through window (sunlight turned ON in SketchUp)
- **Artificial Light**:
    - Pendant light centered over the coffee table
    - Floor lamp emitting warm light tone
    - Ambient light enabled in rendering settings

Part 2: Rendering in V-Ray

5. Camera Position

- **Viewpoint 1**: Diagonal corner view (from entrance) showing full layout.
- **Viewpoint 2**: Straight-on view facing the feature wall and TV unit.

6. Lighting Adjustments in V-Ray

- **Sunlight**: Medium intensity (sun angle adjusted for warm tones)
- **Ambient Light**: Enabled with soft fall-off
- **White Balance**: Warm preset
- **Render Quality**: Medium-High

7. Final Render Output

- File Format: **JPEG**
- Resolution: **1920x1080 px**
- Output Features:
    - Accurate shadows and natural reflections
    - Realistic surface textures (wood, fabric)
    - Crisp detailing of decor, lighting, and depth
    - Soft, warm ambiance matching modern style

Render Quality Checklist (✓ Done)

Criteria	Status
Accurate Room Dimensions	✓
Proper Furniture Placement	✓
Realistic Materials/Textures	✓
Balanced Natural + Artificial Light	✓
High-Resolution Render	✓

Visualizing Interior Design Concepts through Mood Boards, Miniatures, and 3D Renders

Part 1: Mood Board Creation

Client Brief:

- *Space Type*: Modern Living Room
- *Theme*: Calm, Minimalist, Earthy Tones
- *Palette*: Beige, White, Olive Green, Natural Wood

Mood Board Elements (Created on Canva):

Element	Details Included
Colour Palette	Beige, Olive Green, Off-white, Wood grain
Material Samples	Linen fabric, jute rug, matte wall finish, oak laminate flooring
Furniture Images	Low-profile beige sofa, green accent chair, round wood coffee table
Accessories	Indoor plants, abstract wall art, ceramic vases, black floor lamp
Styling	Throw cushions, terracotta planters, open wood shelf, minimal decor

Presentation:

- Arranged in a neat digital grid format using Canva
- Each item labelled (e.g., "Wall Finish," "Accent Chair," "Lighting Style")
- Saved and printed for classroom display

Part 2: Miniature Model Making

Scale Used: 1:50
Actual Room Size: 5m x 4m
Model Size: 10cm x 8cm

Step	Description
Wall & Floor Layout	Cut from foam board using scaled printout of plan
Furniture Blocks	Created using coloured card paper for sofa, coffee table, and chair
Detailing Added	Wall textures simulated with paper; jute-texture for rug
Additional Props	Small paper lamp, green patch for plant, printed artwork pasted on wall
Labels	Zones like "Seating Area," "TV Unit," and "Feature Wall" marked

Presentation:

- Placed on a cardboard base with name tag
- Legend attached with a miniature photo reference

Part 3: 3D Rendering

Software Used: SketchUp + V-Ray
Steps Taken:

Step	Action Performed
Model Built	5m x 4m room, 3m height, with door and window openings
Furniture Added	Sofa, chair, TV unit, coffee table, rug, floor lamp, and indoor plant
Materials Applied	Wood floor, matte white/green walls, linen for furniture, jute rug texture
Lighting Setup	Daylight from window + pendant light and floor lamp
Camera Angles	1 corner view (wide shot), 1 straight-on view (TV wall and seating focus)
Rendered Output	JPEG images, 1920x1080 px resolution

Render Quality:

- Photorealistic finish with proper shadows, textures, and warm tones
- Final output ready for client presentation or peer review

Deliverables Submitted

- Digital Mood Board (PDF and printed)
- Physical Miniature Model with photo documentation
- Two Rendered Images (attached in assignment folder)

UNIT 7.2: Project Presentation and Change Request

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the importance of presenting project details in an effective way to clients.
2. Explain the requisites involved in managing a change request.
3. Examine the design drafting and sketching process based on specified specifications.
4. Prepare a client presentation based on project details for client deliberations.
5. Perform modification in the proposed drawings/designs based on suggested changes.

Resources to be Used

Participant Handbook, Pen and notepad, Whiteboard and marker, Projector, Sample Change Request Form and Approval Flowchart, Drafted plans, elevations, and service overlay drawings, CAD software demo or screenshots, Mood board templates and material swatches, Cost breakdown sheets and Gantt charts

Say

Presenting project details in a clear and professional manner is key to building trust with the client. It shows preparedness and helps align client expectations with project deliverables.

Ask

- How do visuals and data help in clarifying expectations?
- What are some examples of tools that enhance project presentation?

Explain

Effective presentations use visuals like 3D walkthroughs, Gantt charts, BOQs, and mood boards. They help the client make quick decisions, reduce confusion, and allow for collaboration. For instance, showing multiple material options side by side can help a client choose without delaying decisions. Project visuals also ensure that cost, scope, and execution plans are documented and approved.

Debrief

Good presentation is not about aesthetics alone; it's about communication, clarity, and commitment to the client's vision.

- Use sample presentations (PDF or digital tools like Canva or PowerPoint)
- Display examples of good vs. poor presentations

- Involve learners in critiquing a sample client presentation

Requisites Involved in Managing a Change Request

Change is inevitable in any interior project. Managing it professionally reduces disputes, delays, and cost overruns.

You may ask

- What should be the first step when a client requests a change?
- Who all need to be informed once a change is approved?
- How can change requests affect the project cost and timeline?

A change request starts with documentation—usually via email or a formal form. The team must then evaluate the design, timeline, and cost impact. Internal coordination is essential before presenting the updated details to the client. Once approved, all site teams must be informed and all official records updated. A change log helps in billing and audits.

Debrief

Change management protects the project from scope creep and ensures all teams are on the same page.

- Use a printed change request template
- Walk participants through an impact analysis scenario
- Display a real-life example of a revised BOQ and its approval mail

Design Drafting and Sketching Process Based on Specifications

Every interior project starts with a sketch—the seed that grows into detailed execution. Understanding drafting steps helps convert ideas into measurable instructions.

You may ask

- What is the difference between a concept sketch and a working drawing?
- How does integrating service layouts improve coordination?
- What software/tools are commonly used in interior drafting?

Start with client specifications and convert them into concept sketches. Next, create scaled CAD drawings with accurate dimensions and integrate materials, colours, and service layouts. Annotate drawings clearly and ensure final construction drawings are reviewed and signed off. Supporting visuals like mood boards or 3D views enhance clarity.

Debrief

Drafting is more than just drawing; it's a layered process of converting vision into measurable, executable outputs.

- Bring printouts of sample sketches, plans, and elevations
- Demonstrate how to overlay service plans on furniture layout
- Use CAD demos or video walkthroughs to show detailed drafting process

Solution to Exercises

MCQs

Q1.
You are creating a living room mood board for a client who prefers a cozy and earthy look. What key elements should you include?

C. Beige and rust-coloured fabric swatches, wooden textures, plant photos

Q2.
Which software tool would best support creating a photo-realistic 3D render of a hotel reception area?

C. SketchUp with V-Ray

Q3.
Your client decides to switch from laminate to back-painted glass for all wardrobe shutters mid-project. What is the first step?

B. Record the request formally and assess cost/timeline impact

Q4.
In a project presentation, which of the following slides helps clarify the execution schedule to the client?

D. Project timeline with key milestones

Q5.
While sketching the layout for a Scandinavian-style bedroom, what should be considered during the **detailed drafting** phase?

C. Using AutoCAD to draw precise plans with furniture, lighting, and services

Guidelines for Activity: Prepare a Client Presentation Based on Project Details

Activity Briefing (15 mins)

- Explain the importance of project presentations in client interactions.
- Show 1–2 example decks with strong visuals and structure.
- Distribute or display the expected slide flow.

Group/Individual Task (60 mins)

- Divide learners into pairs or small groups (or assign individually).
- Provide a fictional or real design brief for a 2BHK project.
- Ask each group to prepare 6–8 slides following the provided structure.
- Encourage use of icons, swatches, and simple layouts.

Presentation & Feedback (30 mins)

- Select 2–3 groups to present their slides to the class.
- Use a feedback rubric (clarity, visual appeal, accuracy, tone).
- Encourage peer feedback and suggestions for improvement.

Facilitator Tips

- Encourage learners to simplify technical language for clients.
- If working offline, let learners paste cut-outs of material samples or use colour pencils.
- Highlight the importance of sequencing and visual hierarchy.
- Use the opportunity to reinforce the importance of client empathy and communication.

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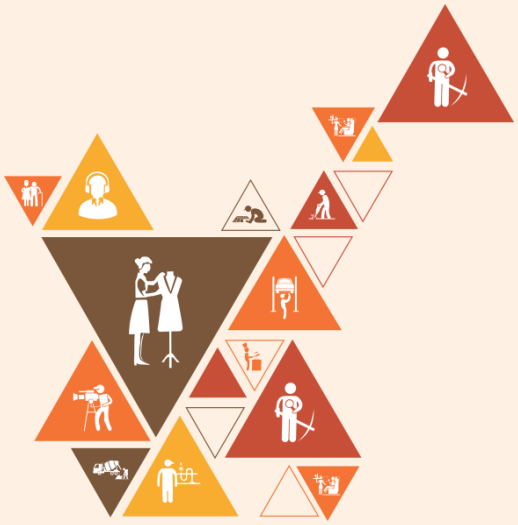
8. Team and Task Management

Unit 8.1 Task Delegation

Unit 8.2: Management and Monitoring



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Explain the rules which guide in selecting the tasks for delegation to the appropriate person.
2. State the importance of delegating tasks.
3. Explain the role of effective knowledge management in the workplace.
4. List all the common knowledge-sharing tools for effective communication with
5. team members.
6. Define the term KPI and its role in performance management and monitoring.
7. List various performance management software for effective work monitoring.
8. Demonstrate the process of delegating tasks and responsibilities effectively.
9. Employ suitable knowledge-sharing tools to instruct team members on assigned tasks.
10. Employ suitable performance management software to monitor the job work of team members.

UNIT 8.1 Task Delegation

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the rules which guide in selecting the tasks for delegation to the appropriate person.
2. State the importance of delegating tasks.
3. Explain the process of delegating tasks and responsibilities effectively.

Resources to be Used

Participant Handbook, Whiteboard and marker, Sample task delegation templates, Team-role mapping charts, Sample input trackers (Excel/printouts)

Say

Task delegation ensures that responsibilities are shared efficiently within the design team. Delegating the right tasks to the right people helps maintain timelines, quality, and collaboration.

Ask

- Why is it important to match tasks with team members' skills and availability?
- What could go wrong if task delegation is poorly managed in an interior project?
- How can delegation promote team ownership?

Explain

In an interior project, phases like layout finalization, vendor coordination, or site supervision need different expertise. Delegating helps project leads focus on core tasks while empowering team members. For example, assigning a junior designer to draft layout options saves senior time. Delegation also builds accountability and keeps everyone engaged.

Debrief

Effective delegation is not just about getting help—it's about creating a stronger, more capable team.

Notes for Facilitation

- Display a clear visual of the steps involved in effective task delegation within a design project.
- Use a mock interior project scenario to demonstrate how tasks can be mapped and assigned to team members based on skill sets.
- Prompt learners to share real or hypothetical examples where task delegation improved project efficiency or clarity.

Say

Collaboration in design projects involves inputs from various stakeholders—vendors, consultants, and clients. Gathering and tracking these inputs ensures better decisions and fewer revisions later.

Ask

- List some internal and external stakeholders in an interior design project.
- What methods can you use to capture and track their inputs?
- How can miscommunication be avoided during this process?

Explain

The process starts by identifying what input is required—like technical approval, material feedback, or layout suggestions. Set up communication via meetings, shared drives, or emails. Track who gave what input, and integrate it in the design if relevant. For example, the contractor's comment on duct positioning may affect false ceiling layout. Always acknowledge and record changes made.

Following is the list of internal and external stakeholders commonly involved in an interior design project:

Internal Stakeholders:

- Client (Primary Point of Contact)
- Project Manager / Design Lead
- Assistant Interior Designer
- Draughtsperson / CAD Operator
- Procurement / Purchase Coordinator

- Site Supervisor / Execution Team
- Finance / Accounts Team

External Stakeholders:

- Vendors / Suppliers (furniture, lighting, materials)
- Civil / Electrical / Plumbing Contractors
- Carpenters / Painters / Installers
- MEP Consultants
- Architect (if coordination is needed)
- Client's Family Members / End Users
- Local Authorities (for approvals/NOCs)

Debrief

Taking input is about fostering transparency and collaboration.

- Show a sample input tracker or communication log
- Use a site scenario to discuss external feedback examples

Breaking Tasks into Specific Skillsets for Delegation

Breaking a large task into smaller parts allows it to be completed faster, more accurately, and with better accountability.

- Can you think of a complex interior task that needed multiple people?
- How do you decide who should do what?
- What happens if roles are not defined clearly?

Take an example of setting up a kitchen unit. It can be divided into design drafting, electrical layout planning, and material procurement. Assign based on strengths—CAD work to the draughtsperson, procurement to the purchase assistant, and site coordination to the junior designer. This mapping improves quality and avoids task overlap or gaps.

Delegation becomes easier when you understand the task deeply and the team's strengths clearly.

- Show a task mapping table based on real project tasks
- Use group work to simulate task splitting and assignment for a fictional project

UNIT 8.2: Management and Monitoring

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the role of effective knowledge management in the workplace.
2. List all the common knowledge-sharing tools for effective communication with team members on assigned tasks.
3. Define the term KPI and its role in performance management and monitoring.
4. List various performance management software for effective work monitoring of team members.

Resources to be Used

Participant Handbook, Sample printed or digital sample KPI table/samples, Whiteboard and markers, Sample cloud folder structure (Google Drive/OneDrive)

Say

Knowledge management ensures that useful project-related information is accessible, organized, and reusable. This helps team members make informed decisions and avoid duplication of work.

Ask

- Why is it important to document past project challenges and learnings?
- How does knowledge management impact onboarding of new designers?
- Can you think of a time when having access to older project files helped your work?

Explain

Effective knowledge management improves efficiency and collaboration. For instance, accessing a previously used material specification sheet can save time on a new project. Centralized systems like Google Drive or Notion help team members retrieve design references, vendor feedback, or standard templates. This supports faster decision-making and more consistent project delivery.

Debrief

Sharing and reusing knowledge is key to working smart in interior design projects.

- Display the visual on "Key Roles of Knowledge Management"
- Demonstrate cloud folders or project archives (mock/demo version)
- Encourage learners to list what types of files or learnings they would store

Performance Management and Monitoring

Performance management helps ensure that individual contributions align with project and business goals. Monitoring KPIs allows teams to stay on track and improve continuously.

Ask

- What are KPIs, and why are they important in design work?
- How can tracking performance help your professional growth?
- What can go wrong if KPIs are not defined or reviewed?

Notes for Facilitation

Key Performance Indicators (KPIs) provide a measurable way to track quality, timeliness, and efficiency. For example, tracking how many revisions a layout requires can highlight drafting accuracy. KPIs like "Site Visit Report Submission within 24 hours" ensure real-time coordination. Software such as ClickUp, Zoho People, or Keka HR can help teams set, monitor, and review these KPIs in real-time.

Debrief

KPIs create clarity, accountability, and motivation—helping teams and individuals succeed together.

- Use a simple infographic to illustrate how key performance indicators (KPIs) support effective monitoring.
- Provide learners with a sample KPI table relevant to their role or responsibilities.
- Demonstrate a basic dashboard or tracker (manual or digital) to show how performance data can be recorded and reviewed.

Solution to Exercises

Multiple Choice Questions (MCQs)

Q1.
You are assigning a task that involves vendor negotiation and site material follow-ups. What factor should most influence your choice of team member?

C. Their communication and negotiation skills

Q2.
Your new intern struggles to use AutoCAD for basic layout editing. What knowledge management solution can best support their learning?

C. Sharing your firm's onboarding manual and template repository

Q3.
After a site visit, your assistant delays submitting the photo documentation by three days. Which KPI does this impact?

A. Site visit documentation timeliness

Q4.
Your project management tool shows that a designer is assigned more tasks than others, leading to errors. What delegation principle has likely been overlooked?

B. Workload balancing

Q5.
You are setting up a dashboard to monitor weekly task completion and team performance. Which software would be most suitable?

C. ClickUp or Asana

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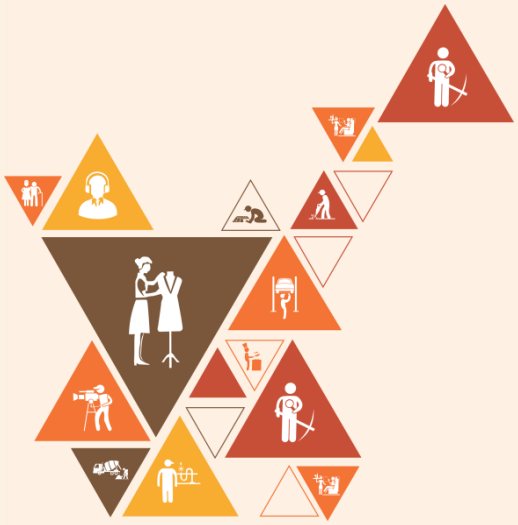
9. Prepare and Validate the Design Drafts and Drawings

Unit 9.1 Approved for Construction (AFC) Drawings

Unit 9.2: SOP for Modification and Approvals



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Explain the roles of different construction elements like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. in interior designing.
2. Perform worksite inspection to interpret various construction elements affecting interior design.
3. Identify the process of preparing and maintaining the Approved for Construction (AFC) drawings.
4. Explain the role of MEP details in the Approved for Construction (AFC) drawings.
5. Explain the process of preparing Approved for Construction (AFC) drawings.
6. List all the required documentation to perform validation of design drafts.
7. Explain the SOP for modification and approvals of drawings/designs.
8. State the importance of maintaining revised drawings in providing a safe, practical, and efficient workplace.
9. Perform validation of design drafts based on required design specifications.
10. Examine the approved drawings/designs for the incorporation of proposed changes, if any.
11. Explain the process of Corrective Action Preventive Action (CAPA) for approved drawings/concepts.

UNIT 9.1 Approved for Construction (AFC) Drawings

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the roles of different construction elements like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. in interior designing.
2. Perform worksite inspection to interpret various construction elements affecting interior design.
3. Identify the process of preparing and maintaining the Approved for Construction (AFC) drawings.
4. Explain the role of MEP details in the Approved for Construction (AFC) drawings.
5. List all the required documentation to perform validation of design drafts.
6. Perform validation of design drafts based on required design specifications.
7. Examine the approved drawings/designs for the incorporation of proposed changes, if any.

Resources to be Used

Participant Handbook, Whiteboard, markers, and projector, Sample AFC drawings and revision logs, MEP overlay samples, Site photos with annotation examples

Say

Understanding construction elements such as electrical layout, plumbing lines, flooring, and RCP is essential to ensure design feasibility and functionality.

Ask

- How does the electrical layout affect lighting and furniture placement?
- Why should flooring levels and finishes be reviewed before finalizing interior details?

Explain

Electrical points determine the placement of lighting fixtures and appliances. Plumbing affects kitchen and bathroom design. RCP helps in aligning false ceiling and lighting plans. Coordinating all these ensures seamless execution and avoids on-site clashes.

Debrief

Always align your design vision with existing construction elements to ensure feasibility and smooth implementation.

Show annotated plans highlighting electrical, plumbing, and RCP details.

Use a case where ignoring these led to rework or delays.

Inspecting Worksite to Interpret Construction Elements

A site inspection helps verify whether construction elements match the shared drawings and are suitable for the proposed design.

What should you check during a site inspection?

How do you report any mismatch or deviation?

Inspection includes checking column placement, floor levels, duct positions, etc. Any deviations should be marked on printed drawings or reported using a site note format. Photos help document conditions.

Debrief
Accurate interpretation of the site avoids misalignment of design and saves time and cost.

Use printed layouts and simulated site photos.

Provide a sample site inspection checklist.

Preparing and Maintaining AFC Drawings

AFC drawings are final approved drawings used for execution. Maintaining updated versions is critical for site coordination.

What qualifies a drawing as "AFC"?

Who is responsible for issuing and updating AFC drawings?

AFC drawings bear signatures or stamps indicating approval. Only the latest version should be used at site. Revisions should be numbered and recorded. Designers must track changes to avoid using outdated versions.

A drawing qualifies as "Approved for Construction (AFC)" when:

It has been reviewed and approved by all relevant stakeholders, including the client, design lead, and consultants.

It contains a clear approval stamp, signature, or date indicating authorization for execution.

It reflects the finalized scope of work, including all required design details, dimensions, materials, and coordination with structural/MEP elements.

It includes a revision number or version control to confirm it's the latest issue.

These ensure that only validated and current plans are used at the construction site, minimizing errors and rework.

Debrief
Clarity and version control in drawings ensure fewer errors and better accountability on site.

Notes for Facilitation

- Show examples of AFC and non-AFC marked drawings.
- Discuss a change-log format to track revisions.

Say

MEP (Mechanical, Electrical, Plumbing) drawings are integral to execution and affect layout and material choices.

Ask

- What MEP conflicts can arise if ignored during planning?
- How can MEP drawings improve coordination with vendors?

Explain

HVAC ducts may clash with ceiling designs. Plumbing risers could affect vanity unit placement. Using MEP details in AFC drawings helps plan around such constraints and improves service coordination.

Debrief

Incorporating MEP early prevents costly rework and aligns services with design.

Notes for Facilitation

Show typical MEP overlays on interior drawings.

Use real scenarios where MEP drawings resolved layout issues.

Documentation for Validation of Design Drafts

Validation ensures that all required documentation is in place before execution begins.

What key documents are needed to validate a design?

Who approves these documents?

Following are the key documents needed to validate a design:

Floor Plans

Show the spatial layout of rooms, walls, furniture, and circulation areas. They help assess usability, space zoning, and functional flow before execution.

Elevations

Provide front-facing views of walls and built-in units. Useful for visualizing vertical design elements like wardrobes, wall cladding, or shelving details.

Sections

Display cut-through views of structures to reveal internal details, floor-to-ceiling heights, and alignment of materials or services across different levels.

3D Renders / Views

Offer realistic visualizations of interiors, showcasing colours, materials, and lighting. Help clients understand design intent before sign-off.

MEP Drawings

Include mechanical, electrical, and plumbing layouts that ensure technical feasibility of design elements and coordination with civil services.

Material Specification Sheet

Lists selected materials with brand, type, and finish. Ensures consistency and clarity on what will be used during implementation.

Client-Approved Notes / Markups

Contain client feedback and change approvals. Serve as a record to validate that the final design reflects client expectations.

Revision Logs

Track design changes across versions. Ensure only the latest, validated drawings are used for execution.

Debrief

Validated documentation creates a clear reference base for site teams and vendors.

Notes for Facilitation

Display a sample documentation set.

Provide a validation checklist template.

Say

Design validation includes ensuring alignment with client feedback and marking any updates before construction.

Ask

How do you incorporate last-minute client changes?

What tool or format helps track these changes?

Explain

Use cloud-based tools or revision sheets to log changes. Compare updated drawings with client comments. Ensure only validated changes are executed. Incorporate revisions clearly on drawings and update the version number.

Debrief
Accurate change incorporation avoids confusion and rework during execution.

Notes for Facilitation

- Share a sample change request log.
- Conduct a comparison exercise using two drawing versions.

UNIT 9.2: SOP for Modification and Approvals

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the SOP for modification and approvals of drawings/designs.
2. State the importance of maintaining revised drawings in providing a safe, practical, and efficient workplace.
3. Explain the process of Corrective Action Preventive Action (CAPA) for approved drawings/concepts.

Solution to Exercises

A. Multiple Choice Questions (MCQs)

Q1.
A light fixture is wrongly placed on-site because the false ceiling layout was not updated. What document should have been referred to?

B. Revised AFC Drawing

Q2.
While validating AFC drawings, you notice mismatched plumbing points. What should you do?

C. Document the error and raise it with the design head

Q3.
What is the first step in the Corrective Action Preventive Action (CAPA) process?

C. Identify the issue or non-conformance

Q4.
Which of the following is not a component typically included in AFC drawings?

B. Client feedback email

Q5.
Your team received a client-approved drawing with the label "Final – Rev 03." What does this indicate?

B. It has been revised three times and is now approved for use

Q6.
Which tool is commonly used during root cause analysis in the CAPA process?

B. 5 Whys Technique

Q7.
Why are slab height and ceiling levels important in AFC drawing review?

B. They determine lighting, HVAC, and ceiling design feasibility

Q8.
A cabinet layout was revised but the change wasn't shared with the vendor. What risk does this pose?

D. All of the above

Q9.
What must be included in a drawing validation checklist?

C. Service point placement, legends, dimensions

Q10.
After modifying a drawing, which of the following actions is most important?

C. Assign a new revision number and archive the old drawing

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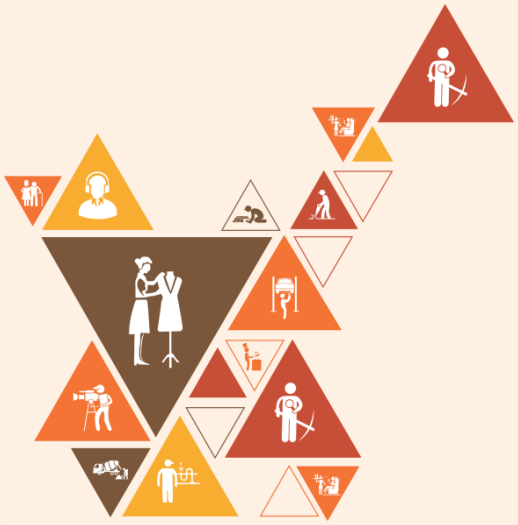
10. Procurement Management and Monitoring of on-Site

Unit 10.1 - Procurement and Tender Documentation

Unit 10.2 - Quality Check

Unit 10.3 - Project Installation and Handover



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. List all the documentation formalities required for material procurement.
2. Explain the role of necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc., in the material procurement process.
3. State the importance of compatibility between vendor quotations and approved product drawings.
4. Discuss the process of interpreting and analysing a vendor quotation.
5. List all the key quality indicators for Quality Checking (QC) of procured materials.
6. Define the term Knowledge Sharing and its impact on an organization's communication.
7. Differentiate between internal and external communication methods.
8. Analyse the variables that are driving project cost for material optimization.
9. Employ suitable techniques to estimate the material requirements.
10. Explain how to prepare various documentation formalities for the material procurement process.
11. Examine the vendor quotation with the approved product drawing for any discrepancies.
12. Identify and inspect the procured materials for given quality indicators.
13. State the importance of client walk-throughs in the efficiency of the project execution.
14. Discuss the role of intrinsic quality checking for inefficiency in project execution.
15. Explain the documentation formalities associated with the project closure and handover.
16. Identify the steps involved in performing client walk-throughs.
17. Identify the on-site assembly and installation process based on various intrinsic quality parameters.
18. Prepare project closure and handover report upon project completion.

UNIT 10.1 Procurement and Tender Documentation

Unit Objectives

At the end of this unit, the participants will be able to:

1. List all the documentation formalities required for material procurement.
2. Explain the role of necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc., in the material procurement process
3. Explain how to prepare various documentation formalities for the material procurement process.
4. Analyse the variables that are driving project cost for material optimization.
5. Employ suitable techniques to estimate the material requirements.

Resources to be Used

Participant Handbook, Whiteboard and markers, Projector, Sample Purchase Order and Proforma Invoice, Sample Procurement Plan template, Sample BOQ and Tender Docket, Printed layout drawings and specification sheets

Say

Procurement in interior design goes beyond buying materials. It involves structured steps like planning, market research, vendor selection, and documentation to ensure timely, cost-effective sourcing aligned with project goals.

Ask

What challenges have you seen or experienced during procurement?

Why is vendor research crucial before placing an order?

Explain

A good procurement process involves 8 key steps: identifying needs, researching vendors, reviewing quotations, negotiating terms, issuing POs or contracts, tracking deliveries, quality checking, and final payment. A well-drafted procurement plan includes timelines, cost estimates, quality criteria, and vendor details to avoid delays or overspending.

Debrief

Following a structured procurement plan ensures resource availability, reduces risk, and supports smooth execution of interior projects.

Show the sample Purchase Order and Proforma Invoice.

Distribute printed samples of a procurement plan and vendor comparison sheet.

Material Calculation and Optimization Processes

Material calculation is not just about quantity; it is about precision, waste control, and cost optimization.

What happens if you underestimate or overestimate materials?

How can you optimize material use?

Key steps include area calculation, checking material coverage rate, adding wastage buffer, and ensuring batch consistency. Optimization means using layout drawings to plan cutting directions and minimize joins, especially for tiles or wooden planks.

Debrief

Accurate calculation ensures budget control, consistency in material finish, and avoids project delays.

Use a floor layout to demonstrate material quantity estimation.

Provide practice sheets for calculating material needs and wastage.

Tender Docket

Tender dockets are comprehensive documents that help in fair vendor selection and transparent procurement.

What should be included in a tender docket?

Why is a BOQ essential in the tendering process?

A tender docket includes: invitation to tender, scope of work, technical specs, BOQ, layouts, terms and conditions, evaluation criteria, and compliance declarations. A good tender preparation process ensures that all vendor bids are aligned and easy to evaluate.

Debrief

Using tender dockets standardizes bidding, ensures fairness, and aligns purchases with design specifications.

Show a sample BOQ and tender documentation set.

Conduct a mock tender evaluation using given criteria.

UNIT 10.2 Quality Check

Unit Objectives

At the end of this unit, the participants will be able to:

1. List all the key quality indicators for Quality Checking (QC) of procured materials.
2. Identify and inspect the procured materials for given quality indicators.
3. Discuss the role of intrinsic quality checking for inefficiency in project execution.
4. Discuss the role of intrinsic quality checking for inefficiency in project execution.
5. Identify the on-site assembly and installation process based on various intrinsic quality parameters.

Resources to be Used

Participant Handbook, Whiteboard, Markers, Projector, Samples of materials for quality inspection, Printed test standards chart (ISO, ASTM, ISI), Sample Site Observation Checklist, Measuring tools (tape, spirit level, calliper), Sample NCR form

Say

Before materials are used on-site, it is important to check their quality against design and safety standards. Poor quality materials can lead to defects, delays, or safety risks.

Ask

What types of materials do you check before installation?

How do you verify if a material batch is acceptable?

Explain

In addition to standard parameters, it is vital to cross-reference delivery notes and verify that brands and product codes match the original procurement plan. Some design firms also maintain a sample reference library to compare physical samples with those delivered. This practice helps quickly identify inconsistencies and ensure uniformity across multiple deliveries. Regular vendor audits also strengthen quality assurance processes.

Debrief

A systematic inspection and certification check ensures design durability and client satisfaction.

Notes for Facilitation

- Share sample test results.
- Use visuals of test equipment (moisture meter, calliper, gloss meter, etc.).

Say

Once installation begins, quality checks ensure that the implementation matches the approved plan and finish.

Ask

What do you observe first when you visit a project site?

Why is a plumb line or laser level important during furniture installation?

Beyond standard installation checks, some designers use quality benchmarking tools or mobile apps that allow on-site teams to instantly compare finished work with reference visuals. Quality mock-ups or prototypes are also used for critical areas (like kitchens or bathrooms) before full-scale installation begins. This proactive method reduces major rework and provides clients a preview of the expected outcome.

Debrief

Regular inspections prevent expensive rework and help maintain project timelines.

Share a sample inspection checklist.

UNIT 10.3 Project Installation and Handover

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the documentation formalities associated with the project closure and handover.
2. Identify the steps involved in performing client walk-throughs.
3. Prepare project closure and handover report upon project completion.
4. Define the term Knowledge Sharing and its impact on an organization's communication.
5. Differentiate between internal and external communication methods.

Resources to be Used

Participant Handbook, Whiteboard, projector, Sample variation approval form, Variation tracking format (Excel or software screenshot)

Say

Interior design projects often face changes during execution. These are called "variations" and must be managed efficiently to avoid delays, cost overruns, or design compromises.

Ask

What are some changes that commonly occur during project execution?

Why is it important to record and get approval for every variation?

Explain

Variations may occur due to site conditions, client requests, or supply delays. Apart from following a redressal process, it is important to maintain a variation log that includes the reason, impact, responsible person, and final status. Regular site meetings and status reports help track these efficiently. Using digital tools (e.g., MS Project, Excel trackers) ensures better control.

Sample Variation Log – Interior Design Project

Sr. No.	Date	Description of Variation	Raised By	Reason for Change	Impact on Cost	Impact on Time	Approved By	Status
1	15-Jul-2025	Change in laminate finish for kitchen shutters	Client	Aesthetic preference	+ ₹8,000	None	Project Lead	Approved

2	18-Jul-2025	Shift of electrical point in master bedroom wall	Site Engineer	Site feasibility (beam conflict)	+ ₹2,000	+1 day	Designer	Approved
3	22-Jul-2025	Upgrade to premium LED lights in false ceiling	Client	Energy efficiency	+ ₹5,500	None	Client	Pending
4	24-Jul-2025	Omit planned wall panelling in foyer area	Designer	Budget optimization	– ₹6,000	None	Client	Approved

Note:

Always number variations sequentially.

Use this log for client approvals and internal coordination.

Track financial and timeline impact separately.

Debrief

Managing changes with structured steps, documentation, and follow-up improves project delivery and client satisfaction.

Notes for Facilitation

- Show visuals of a variation log and sample approval form.
- Use the false ceiling variation case study for group discussion.

Say

Communication is central to an interior designer's job. It supports design planning, execution, client relations, and coordination with teams.

Ask

How do you explain design concepts to clients with no technical background?

What methods do you use to update clients about project progress?

Explain

Beyond verbal skills, communication includes reports, visual presentations, design walkthroughs, and timely updates. It helps in aligning client expectations, resolving conflicts, securing approvals, and collaborating across disciplines. Good communicators actively listen, clarify doubts, and adapt messages for different stakeholders. Designers also need to build emotional intelligence to manage feedback and convey difficult decisions diplomatically.

Debrief

Strong communication builds trust, enables problem-solving, and reflects professionalism in every phase of an interior project.

Notes for Facilitation

- Conduct a demo of presenting a design concept using mood boards and renders.
- Distribute samples of written communication: proposals, reports, and client updates.

Solution to Exercises

MCQs

1. During procurement, which of the following documents ensures that all vendors quote based on uniform specifications and quantities?
   a) Warranty card
   b) Material Safety Data Sheet
   c) Bill of Quantity (BOQ)
   d) Purchase Order

2. Which parameter ensures that wooden materials will not warp due to moisture absorption?
   a) Adhesion test
   b) Moisture content test
   c) Scratch resistance test
   d) Rub test

3. What is the primary objective of preparing a tender docket?
   a) To finalize interior design themes
   b) To maintain records of client meetings
   c) To invite vendors for project bidding and specify all requirements
   d) To calculate site area and volume

4. In quality control, which tool is used to check the vertical alignment of wall panels?
   a) Spirit level
   b) Moisture meter
   c) Plumb bob
   d) Laser cutter

5. Why is effective record-keeping important in project execution?
   a) It helps in increasing product sales
   b) It reduces the amount of procurement paperwork
   c) It supports coordination, accountability, and informed decision-making
   d) It allows avoiding the use of technical specifications altogether

Sample Solution for Hands-On Activity: Evaluate a Procurement Plan Using a Strategy Framework

Group Evaluation Summary:

1. Cost-effectiveness
The total estimated cost is within budget but lacks buffer for price escalation. Suggest adding a 5–10% contingency margin.

2. Timeline Feasibility
Material delivery timelines are tight, especially for custom hardware. Recommend early ordering of long-lead items to avoid delays.

3. Vendor Reliability
Out of four listed vendors, two are new with no past performance records. Suggest vetting these through sample orders or references.

4. Quality Standards
Specifications for wood and finishes are listed, but no brand names or test certifications are mentioned. Recommend including quality benchmarks.

5. Risk and Contingency
No backup vendors are mentioned for critical items like tiles or lighting. Include at least one alternate source per category.

6. Compliance with Design Specs
Majority of items match the project specs, but a mismatch was noted in fabric swatches. Suggest re-validation with design lead.

7. Documentation and Approvals
The plan includes delivery and approval notes but lacks installation timelines. Recommend linking delivery to site readiness milestones.

Group Suggestion Summary (5–7 Key Points):

- Add a 10% budget buffer for unexpected cost variations.
- Pre-book long lead items to safeguard timeline.
- Vet unverified vendors before issuing POs.
- Ensure brand names and test certificates are specified.
- Include backup vendors for critical categories.
- Double-check all finishes and swatches against design intent.
- Link delivery schedule to actual site progress.

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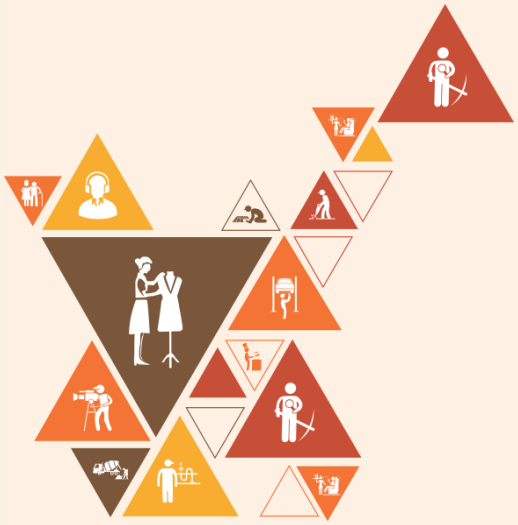
11. Health, Safety and Hygiene Protocols while Designing

Unit 11.1 - Health and Safety Protocols

Unit 11.2 - Hygiene, PPE and Worksite Practices

Unit 11.3 - Emergency Preparedness and Response

Unit 11.4 - Safety Signs



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Identify all the health and safety protocols associated with working at the worksite.
2. Appraise suitable health and hygiene protocols while working at the worksite.
3. Explain various health and safety hazards associated with the project execution during construction and subsequent maintenance.
4. Analyse and identify worksite site hazards during construction and subsequent maintenance.
5. Explain the importance of an effective health and safety plan during project execution.
6. Explain how to design and implement a health and safety plan for the worksite
7. Identify the poor organizational practices concerning hygiene, food handling, cleaning.
8. Explain the importance of using Personal Protective Equipment (PPE) based on the manufacturer's instructions and how to use it at the worksite.
9. Identify the health and safety measures associated with the project designs.
10. Examine the project design for proper implementation of health and safety measures.
11. Explain the significance of maintaining work ethics, dress code, and personal hygiene.
12. Explain the importance of workplace sanitization and demonstrate the correct way of sanitizing and washing hands.
13. Explain the operational guidelines for the usage of emergency tools and equipment.
14. Explain the steps involved in responding to an emergency (fire, short circuit, accidents, earthquake, etc.) process in line with organizational protocols.
15. Explain the first aid procedures in case of emergency and demonstrate CPR.
16. Identify all the concerned control measures while working at the worksite.
17. Identify suitable methods to communicate necessary control measures to concerned team members.
18. Explain the types of hand signals and signage and their application.
19. Identity and interpret the given pictorial representations of safety signs and hand signals.

UNIT 11.1: Health and Safety Protocols

Unit Objectives

At the end of this unit, the participants will be able to:

1. Identify all the health and safety protocols associated with working at the worksite.
2. Appraise suitable health and hygiene protocols while working at the worksite.
3. Explain various health and safety hazards associated with the project execution during construction and subsequent maintenance.
4. Analyse and identify worksite site hazards during construction and subsequent maintenance.
5. Explain the importance of an effective health and safety plan during project execution.
6. Explain how to design and implement a health and safety plan for the worksite

Say

Let us understand the essential safety protocols that must be followed at any interior design or construction worksite. These ensure safety for workers, visitors, and the environment.

Ask

- What safety procedures do you think are mandatory at a typical construction site?
- Have you seen any warning signs or safety barriers at work areas?

Explain

Key protocols include wearing PPE (helmets, boots, gloves), maintaining safety signage, emergency evacuation plans, securing tools and materials, and proper waste disposal. These protocols are critical to avoid accidents, fines, and project delays.

1. Common Workplace Hazards

Workplace hazards can range from physical risks to chemical exposures. Identifying these hazards is the first step in ensuring a safe working environment. Common workplace hazards include:

- **Physical Hazards:** These include slip, trip, and fall hazards, moving machinery, or heavy equipment. Other physical hazards involve noise, extreme temperatures, and vibration, which can cause long-term health issues like hearing loss or musculoskeletal disorders.
- **Chemical Hazards:** Exposure to hazardous chemicals, fumes, gases, or vapours can lead to respiratory issues, skin irritation, or more severe health conditions like poisoning or

organ damage. These are commonly found in industries such as manufacturing, laboratories, and cleaning.

- **Biological Hazards:** These include exposure to bacteria, viruses, fungi, or other biological agents that could lead to infections, diseases, or allergic reactions. Healthcare, agriculture, and laboratory settings are more prone to biological hazards.
- **Ergonomic Hazards:** Poor workstation design, repetitive motion, and awkward postures can lead to musculoskeletal disorders such as back pain, carpal tunnel syndrome, or joint problems.
- **Electrical Hazards:** Exposure to electrical sources, such as faulty wiring or unprotected power lines, can result in burns, electric shocks, or electrocution.
- **Psychosocial Hazards:** Workplace stress, bullying, harassment, and mental health challenges are also considered hazards. These affect workers' well-being, productivity, and safety.
- **Fire Hazards:** The presence of flammable materials, chemicals, or faulty electrical equipment can increase the risk of fires or explosions, particularly in factories, kitchens, and warehouses.

Understanding these hazards helps in identifying which Personal Protective Equipment (PPE) is required to safeguard workers.

UNIT 11.2: Hygiene, PPE and Worksite Practices

Unit Objectives

At the end of this unit, the participants will be able to:

1. Identify the poor organizational practices concerning hygiene, food handling, cleaning.
2. Explain the importance of using Personal Protective Equipment (PPE) based on the manufacturer's instructions and how to use it at the worksite.
3. Identify the health and safety measures associated with the project designs.
4. Examine the project design for proper implementation of health and safety measures.
5. Explain the significance of maintaining work ethics, dress code, and personal hygiene.
6. Explain the importance of workplace sanitization and demonstrate the correct way of sanitizing and washing hands.

Ask

Why is it important to use the correct Personal Protective Equipment (PPE) in the workplace?

Select Appropriate PPE for Different Tasks

Once workplace hazards are identified, selecting the correct PPE for each task is critical in ensuring worker safety. Appropriate PPE varies depending on the specific risk involved. Key categories of PPE include:

- **Head Protection (Helmets and Hard Hats):** These are necessary when working in environments where there is a risk of falling objects, bumps to the head, or electrical hazards. Construction sites, factories, and warehouses typically require hard hats.
- **Eye and Face Protection (Goggles, Face Shields):** Workers exposed to chemical splashes, flying debris, or intense light (e.g., welding) need eye protection. Safety goggles, face shields, and safety glasses are essential to protect against eye injuries.
- **Hearing Protection (Ear Plugs, Ear Muffs):** Exposure to loud noise in workplaces such as factories, construction sites, and airports can damage hearing. Earplugs or earmuffs protect workers from hearing loss due to prolonged noise exposure.
- **Respiratory Protection (Masks, Respirators):** In environments where workers may be exposed to harmful dust, fumes, gases, or airborne pathogens, respirators or masks are necessary to prevent inhalation of hazardous substances.
- **Hand and Arm Protection (Gloves):** Gloves are critical in environments where workers handle sharp objects, chemicals, heat, or electrical equipment. Different materials (latex, rubber, leather, etc.) are used based on the type of hazard.

- **Foot Protection (Safety Boots):** Workers exposed to falling objects, slippery surfaces, or electrical hazards need sturdy, protective footwear. Steel-toe boots, rubber boots, and slip-resistant shoes are examples of foot protection.
- **Body Protection (Aprons, Vests, Coveralls):** Depending on the task, protective clothing such as aprons, coveralls, or high-visibility vests may be necessary. For example, flame-resistant clothing is required in welding or firefighting jobs, while high-visibility vests are used in road construction.
- **Fall Protection (Harnesses, Lanyards):** Workers working at heights, such as construction workers, need fall protection equipment like harnesses, lanyards, and safety ropes to prevent falls from elevated surfaces.
- **High-Visibility Clothing:** Workers in environments where visibility is poor (e.g., roadwork or in large factories) need high-visibility clothing to prevent accidents and collisions.

It is important to assess each task, the level of risk, and environmental conditions before selecting the appropriate PPE to protect workers from harm effectively.

By identifying the hazards present in the workplace and selecting the correct PPE, employers can ensure the safety of their workforce, reduce injury rates, and maintain a compliant, health-conscious work environment.

Activity

Group Activity: Workplace Hazard Identification and PPE Selection
Group Size: 4–6 participants

Materials:
Workplace hazard scenario cards (each with a description of a different workplace task or scenario)
PPE selection chart
Markers and paper for group presentations

Activity Duration: 45 minutes

Instructions:

1. **Introduction (5 minutes):** Briefly review common workplace hazards and the different types of PPE used for protection.
2. **Scenario Distribution (5 minutes):** Divide the participants into groups. Provide each group with a workplace hazard scenario card (e.g., working with chemicals, lifting heavy objects, operating machinery).
3. **Task (20 minutes):** Each group will:
   o Identify the hazards in the given scenario.
   o Discuss and select the appropriate PPE to mitigate the risks.

o Create a short presentation to explain their findings, justifying the selected PPE for each hazard in their scenario.

4. **Group Presentations (10 minutes):** Each group will present their scenario and PPE selection to the rest of the class.

Demonstrate

- Ensure that each group discusses not only the types of hazards but also why the selected PPE is suitable for each specific task.
- Encourage participants to consider PPE beyond basic equipment, such as respirators, gloves, or hearing protection.
- Offer examples from various industries to broaden the understanding of hazard types (construction, manufacturing, laboratories, etc.).
- Answer all the queries/doubts raised by the trainees in the class.
- Encourage other trainees to answer problems and boost peer learning in the class.
- Guide the trainees throughout the activity.
- Ensure that all trainees participate in the activity.

Debrief (5 minutes): Discuss the different approaches taken by the groups, clarify any misconceptions, and reinforce key safety concepts.

Notes for Facilitation

- Ensure that each group discusses not only the types of hazards but also why the selected PPE is suitable for each specific task.
- Encourage participants to consider PPE beyond basic equipment, such as respirators, gloves, or hearing protection.
- Offer examples from various industries to broaden the understanding of hazard types (construction, manufacturing, laboratories, etc.).
- Answer all the queries/doubts raised by the trainees in the class.
- Encourage other trainees to answer problems and boost peer learning in the class.

UNIT 11.3: Emergency Preparedness and Response

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the operational guidelines for the usage of emergency tools and equipment.
2. Explain the steps involved in responding to an emergency (fire, short circuit, accidents, earthquake, etc.) process in line with organizational protocols.
3. Explain the first aid procedures in case of emergency and demonstrate CPR.
4. Identify all the concerned control measures while working at the worksite.
5. Identify suitable methods to communicate necessary control measures to concerned team members.

Resources to be Used

Participant Handbook, pen, notebook, whiteboard, flipchart, markers, laptop, projector, emergency signage samples, evacuation plan chart, sample PPE kits.

Say

Emergencies can happen at any time on a construction or interior design site—be it fire, electrical hazards, or accidents. In this unit, we will learn how to prepare for such situations, understand emergency protocols, and explore how to respond effectively to protect lives and property.

Ask

- Have you ever witnessed an emergency at a workplace? What was the response like?
- Why do you think it's important to have a proper emergency plan on-site?

Allow 2–3 participants to respond and note key points on a flipchart. Use their responses to build engagement before moving to the next section.

Explain

Emergency preparedness and response are essential elements of worksite safety. In this unit, we will cover:

1. **Types of Emergencies on a Worksite**
   – Fire, electrical short-circuit, chemical spills, equipment failure, natural disasters, etc.

2. **Emergency Response Protocols**
   – Evacuation procedures
   – Fire drill procedures
   – Using fire extinguishers and emergency exits
   – Roles of safety marshals and first responders

3. **First Aid and CPR Awareness**
   – Basic knowledge of how to respond until medical help arrives
   – Introduction to emergency contact lists and on-site medical kits

4. **Safety Signage and Communication**
   – Importance of safety signage (exit signs, fire extinguisher locations, etc.)
   – Use of alarms, megaphones, and PA systems for alerts

5. **Creating a Response Plan**
   – Importance of mock drills and continuous awareness training
   – Assigning roles and responsibilities during emergencies
   – Displaying emergency contact numbers and escape routes at key locations

Debrief

In an emergency, quick thinking and preparation can save lives. By following the protocols, being aware of the surroundings, and participating in drills, each person at the site can contribute to minimizing damage and injury. Your safety—and that of your team—begins with preparedness.

Notes for Facilitation

- Use visuals like emergency exit layouts and signage examples.
- Share a short video (if available) showing emergency drill simulations.
- Reinforce the importance of communication and teamwork during emergencies.
- Clarify local statutory requirements related to fire safety and health emergencies.
- Encourage learners to suggest improvements based on past work experiences.

UNIT 11.4: Safety Signs

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the types of hand signals and signage and their application.
2. Identity and interpret the given pictorial representations of safety signs and hand signals.

Resources to be Used

Participant Handbook, projector, printed pictorial safety signs and hand signal cards, whiteboard, markers, flipchart, video clips of real-life construction scenarios (optional).

Say

Today, we will learn how hand signals and safety signs help maintain safety and communication at worksites, especially in noisy or hazardous conditions. You, as future Assistant Project Managers, will be expected to understand, interpret, and communicate using these signals effectively to avoid mishaps.

Ask

- Have you ever seen hand signals being used on construction or busy worksites? Can you describe any?
- Why do you think visual communication is important in a noisy environment?

Note down responses on a flipchart/whiteboard and relate them to real site scenarios.

Explain

Provide a detailed explanation using the Participant Handbook:

- Describe the **types of hand signals**, such as Stop, Move Forward, Move Backwards, Lift, Lower, Warning, All Clear, and Emergency Stop. Emphasize body gestures and the exact motion.
- Show visuals or mimic each gesture to enhance recall.
- Explain **types of pictorial safety signs**—Prohibition, Mandatory, Warning, and Emergency signs—with examples.

- Discuss why these are important for both illiterate and multilingual workers on site.

Practical Example:
At a renovation site where loud drilling is ongoing, the supervisor uses the “Stop” signal to avoid an incoming forklift. This prevents a collision and ensures the safety of everyone around.

Do

Demonstration + Role Play

- Distribute printed cards of different hand signals and pictorial signs.
- Ask participants to form pairs—one acts as a site worker, the other as a spotter giving signals.
- Each pair performs a simple scenario using hand signals, while the class identifies the signal and its meaning.
- Display common pictorial signs and ask participants to interpret them.

Debrief

Reinforce that safety signs and hand signals are standardized tools to protect lives on-site. As future supervisors, they must lead by example in using and promoting correct signalling methods. Summarize the key signs and their purpose.

Notes for Facilitation

- Use actual props like helmets or gloves to simulate scenarios.
- Play videos or animations to show live worksite signalling.
- Encourage peer feedback during signal demonstration.
- Provide a printed reference sheet with signs for participant kits.
- Reinforce safety compliance standards as per site regulations.

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. What is a primary purpose of health and safety protocols at the worksite?
   b. To prevent accidents, injuries, and health issues

2. Which of the following is a key responsibility when using Personal Protective Equipment (PPE)?
   b. Use it as per the manufacturer's guidelines

3. What is essential for mitigating health and safety hazards on the worksite?
   a. Regular cleaning of the worksite

4. Which emergency procedure should workers be trained in?
   b. Using emergency equipment and performing CPR

5. What is the function of safety signage and hand signals at a worksite?
   b. To communicate safety instructions and prevent accidents

Activity: Demonstration

Activity 1: Execute a Fire Drill and How to Use a Fire Extinguisher

Materials Required:

- Fire extinguisher (preferably a demo or empty training model – ABC type recommended)
- Safety cones or boundary markers to define safe areas
- Fire alarm or simulation buzzer
- Smoke machine or poster indicating "fire zone" (optional for demonstration)
- Printed fire evacuation map or layout
- Emergency exit signage
- Stopwatch or timer
- Attendance sheet (for headcount during evacuation)
- Whistle (for drill coordination)
- First aid kit (for demo context)
- Fire safety signage (for awareness)
- PPE (e.g., helmets, safety gloves – optional for realism)

Activity 2: Demonstrate How to Give CPR

Materials Required:

- CPR mannequin (adult-sized torso preferred)
- Disposable gloves
- CPR face shield or mask (for hygiene during mouth-to-mouth demo)
- Floor mat or clean surface for CPR demo
- First aid kit
- Timer (to simulate real-time emergency response)
- Chart/poster of CPR steps and emergency numbers
- Projector or screen (optional, to show CPR video before live demo)

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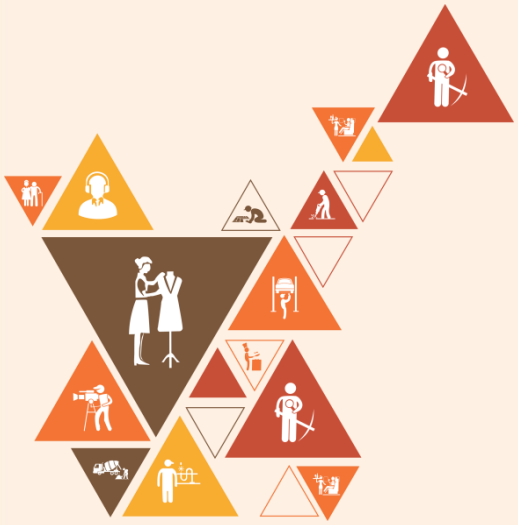
12. Material Conservation and Resources Optimization

Unit 12.1 - Resource Optimization

Unit 12.2 - Sources of Energy and Consumption



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Explain the importance of efficient utilization and conservation of material.
2. Identify various techniques of effective utilization of resources.
3. Explain the various elements involved in electricity and fuel consumption data for analysing the process.
4. Explain the difference between renewable and non-renewable sources of energy.
5. Explain the process of collecting and analysing the energy utilization data.

UNIT 12.1: Resource Optimization

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the importance of efficient utilization and conservation of material.
2. Identify various techniques of effective utilization of resources.

Say

Resources are the backbone of any interior design project—whether it's materials, manpower, or time. Effective use and conservation of these resources are critical to ensuring timely delivery, cost control, and sustainable impact. Let us explore how resource optimization plays a central role in interior project execution.

Ask

- Why is resource optimization necessary in interior design?
- What are the risks of poor material management?
- How can we ensure minimal wastage during procurement and execution?

Explain

Resource optimization means managing and utilizing resources—such as materials, labour, equipment, and finances—efficiently to achieve project goals with minimal waste. This includes:

- **Material Optimization:** Accurate estimation, use of standard sizes to reduce cuts, reuse of leftover stock, and choosing durable and recyclable materials.
- **Storage and Handling:** Proper storage to prevent damage, labelling, and secure stacking.
- **Vendor Coordination:** Ensuring timely deliveries, avoiding over-ordering, and checking quality at entry.
- **Sustainability:** Selecting low-VOC paints, recycled wood, and energy-efficient fixtures.
- **Workforce Utilization:** Matching manpower availability with work schedules to reduce idle time.

- **Monitoring Tools:** Use of checklists, progress charts, and digital tools like MS Project or Excel to track resource consumption.

These efforts contribute not only to cost savings and efficient workflows but also align with broader environmental goals.

Say

To sum up, resource optimization is about adding value, avoiding waste, and ensuring your interior projects meet deadlines and standards. As future project managers, your ability to plan and conserve resources will determine the success and sustainability of your projects."

Notes for Facilitation

- Share before-and-after examples of projects with and without resource planning.
- Discuss common resource wastage issues in local construction/interior sites.
- Emphasize linkages to sustainability and long-term maintenance.
- Use visuals to explain concepts such as circular use of materials, lean workflows, and optimized procurement cycles.

UNIT 12.2: Sources of Energy and Consumption

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the various elements involved in electricity and fuel consumption data for analysing the process.
2. Explain the difference between renewable and non-renewable sources of energy.
3. Explain the process of collecting and analysing the energy utilization data.

Say

Let us understand how electricity and fuel consumption is measured, analysed, and interpreted in the context of interior design or construction projects. Accurate energy data helps in controlling operational costs and promoting sustainability.

Ask

- Why is it important to monitor energy and fuel consumption in project execution?
- Can you name some common energy-consuming areas in a site setup?

Explain

Electricity and fuel consumption analysis includes identifying the energy type, source, and quantity used. It involves parameters such as operating hours, load factor, cost, and equipment efficiency.
Key data points:

- Type of Energy (electricity, diesel, petrol, LPG, etc.)
- Source of Consumption (HVAC, lighting, generators, machinery)
- Quantity Consumed (tracked daily, monthly)
- Operating Hours & Load Factor (more hours = more usage)
- Cost & Carbon Impact (linked to sustainability reporting)

Do (Classroom Activity Suggestion):
Use a printed/digital format showing energy usage for a sample office site. Ask participants to identify inefficiencies or areas of high energy consumption.

Debrief
Understanding these elements supports cost control, helps meet green compliance norms, and improves equipment usage strategies.

- Use real utility bills, fuel logs, or digital dashboards as demonstration material.
- Discuss energy-saving measures relevant to student or office projects.

Renewable and Non-Renewable Energy

Let us now differentiate between renewable and non-renewable energy sources and understand their relevance in sustainable design.

You may ask:

- What energy source powers your home or workspace?
- Can you name examples of renewable energy?
- What happens when non-renewable energy is exhausted?

Inform them that:

- **Renewable Energy** is replenishable: includes solar, wind, hydro, biomass, and geothermal.
- **Non-Renewable Energy** is finite and includes coal, oil, gas, and nuclear (uranium-based). Renewables are eco-friendly and reduce carbon footprint, while non-renewables cause pollution and are not sustainable.

Do (Classroom Activity Suggestion):
Show visuals of both energy types. Ask learners to categorize them and discuss where each could be used in an interior design project.

Debrief
Sustainable project management must favour renewable energy wherever possible to align with long-term environmental goals.

- Use image-based comparisons to show real-world applications (e.g., solar panels on site sheds or offices).
- Encourage learners to suggest energy transition ideas for existing interior setups.

Sample Solution for Practical Activity: Energy Audit of a Project Site

Energy Audit Sample Data

Equipment	Power Rating (kW)	Daily Usage (hours)	Fuel Type	Fuel Consumption (litres/day)	Daily Energy Use (kWh)
Lighting	1.2	8	Electric	0	9.6
Drilling Machine	2.5	4	Electric	0	10
Sanding Machine	3	3	Electric	0	9
HVAC	5	6	Electric	0	30
Generator	10	2	Diesel	5	20

This is the sample solution for the *Practical Activity: Energy Audit of a Project Site*. The audit identified a total daily energy consumption of 78.6 kWh and 5 litres of diesel used.

You can use this data to:

Recommended Improvements:

1. Switch to LED Lighting – Reduces energy usage by up to 50–60%.
2. Schedule Heavy Equipment Use During Daylight – Reduces reliance on artificial lighting and generators.
3. Implement Equipment Shut-off Protocols – Prevent idle running of machines and HVAC when not in use.

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. What is the main goal of resource optimization in material management?
   b. To reduce environmental impact and conserve resources
2. Which of the following is NOT a renewable energy source?
   c. Coal
3. What is a key technique for optimizing resource usage in interior design projects?
   b. Budget monitoring and tracking
4. Which of the following is an example of non-renewable energy?
   c. Oil
5. What does an energy audit help with?
   b. Tracking energy consumption and identifying savings

B. Short Answer Questions – Sample Answers

1. What is material conservation, and why is it important?
   Material conservation refers to the practice of using resources efficiently and avoiding unnecessary waste. It is important to reduce environmental impact, save costs, and ensure the availability of resources for future use.
2. Explain the difference between renewable and non-renewable energy.
   Renewable energy comes from sources that are naturally replenished, such as solar, wind, and hydropower. Non-renewable energy is derived from finite resources like coal, oil, and natural gas, which can deplete over time and cause environmental harm.
3. List two techniques for effective utilization of resources in interior design projects.
   - Accurate measurement and planning to avoid material wastage.
   - Reusing and recycling materials where possible (e.g., using reclaimed wood).
4. What are the benefits of using energy-efficient appliances?
   - They reduce energy consumption, resulting in lower electricity bills.
   - They help minimize the environmental footprint and reduce carbon emissions.
5. Describe the process of conducting an energy audit on a project site.
   The energy audit process includes:
   - Identifying all energy-consuming equipment
   - Recording power ratings and usage patterns
   - Calculating total energy usage
   - Analysing data to find inefficiencies
   - Recommending energy-saving measures like LED lights or equipment maintenance.

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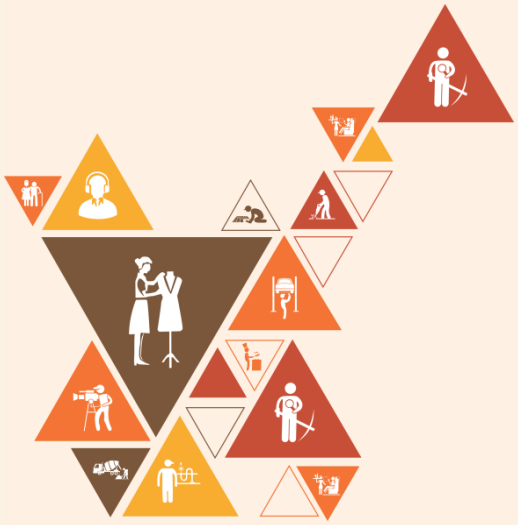
13. Employability Skills

Unit 12.1 - Resource Optimization

Unit 12.2 - Sources of Energy and Consumption



Employability Skills is available at the following location

https://www.skillindiadigital.gov.in/content/list

Employability Skills

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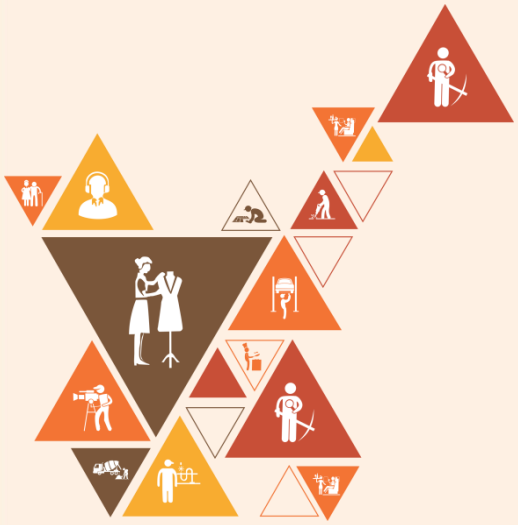
14. Technicalities in a Residence and Kitchen Project

Unit 14.1 - Business Development and Client Requirement Analysis for Residence and Kitchen Project

Unit 14.2 - Project Execution, Estimation, and Task Demarcation for Residence and Kitchen Project



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for residence and kitchen project.
2. Explain the critical parameters for analysing first-hand info from clients for residence and kitchen project.
3. Analyse and interpret client requirements in terms of layouts, blueprints, product types, etc. for residence and kitchen project.
4. Identify the scope of work for the project by analysing the client requirement and specifications.
5. Identify the process of preparing a project estimate and related documents in consultation with internal teams.
6. Explain the guidelines for performing client visits, inspection, and reporting of assigned residence and kitchen project.
7. Identify and demark tasks and responsibilities based on technicalities of the assigned residence and kitchen project.
8. Identify design docket and specifications based on client requirements and project execution parameters for residence and kitchen project.

UNIT 13.1: Business Development and Client Requirement Analysis for Residence and Kitchen Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for residence and kitchen project.
2. Explain the critical parameters for analysing first-hand info from clients for residence and kitchen project.
3. Analyse and interpret client requirements in terms of layouts, blueprints, product types, etc. for residence and kitchen project.
4. Identify the scope of work for the project by analysing the client requirement and specifications.
5. Identify the process of preparing a project estimate and related documents in consultation with internal teams.

Case Study: Residence and Kitchen Interior Design Project

This case study illustrates a realistic interior renovation project handled by a mid-size design firm. The clients—a couple—wish to:

- Convert their closed kitchen into a functional open kitchen.
- Enhance the living area with compact storage.
- Use sustainable materials.
- Stay within a fixed budget and timeline.

Step-by-Step Breakdown

1. Business Development Plan

- Objective: Offer sustainable, modular kitchen/living solutions.
- Research: Young professionals favour eco-friendly open kitchens.
- Strategy:
    - Highlight quartz countertops, modular storage, IoT lighting.
    - Run digital marketing campaigns.
    - Offer AMC (Annual Maintenance Contracts).
- Budgeting & Risk: Includes tools, ads, supplier delays, approvals.

2. Client Requirement Analysis

- Initial Meeting: Gather pain points (e.g., poor light, bad ventilation).
- Site Visit: Measure, observe layout and infrastructure.
- Preferences Captured:
    - L-shaped open kitchen
    - Matte finishes
    - Bright, natural tones

3. Interpreting Requirements

- Designs Created: 2D & 3D layouts
- Style: Minimalist Scandinavian
- Products: VOC-free paints, LEDs, mid-range appliances
- Documented Brief: Covers layout, furniture, compliance

Sample Design Brief Summary

- **Kitchen Zones:**
    - Cooking, Prep, Storage (Dry & Cold), Cleaning, Appliance Station
- **Material Specs:**
    - Matte laminate, quartz, marble-look tile, vitrified flooring
- **Safety/Technical:**
    - Electricals (concealed wiring), plumbing, ventilation
- **Client Needs:**
    - Storage focus, warm neutral tones, sustainable elements

Scope of Work (SOW)

Includes:

- Demolition
- Plumbing and sink shifting
- Cabinet fabrication
- Lighting and false ceiling
- Painting, flooring

Project Estimation

- Detailed BOQ format used: Qty × Unit Price
- Total Estimate: ₹6,92,562 (including GST & contingency)
- Components include kitchen units, tiles, appliances, labour, etc.

Client Visit and Inspection

- **Visit Purpose:** Check progress and gather feedback.
- **Issues Found:**
    - Cabinet misalignment
    - Tile delivery delay
    - Sink position change request
- **Recommendations:**
    - Fix alignment, confirm changes, expedite tiles

Task Allocation

Each task is assigned based on skill:

- Interior Designer: Layout and 3D renders
- Vendor: Modular units
- MEP: Lighting and wiring
- Contractor: Backsplash and counters
- Site Engineer: QA and safety

Tracking and Reporting

Live tracker maintained with:

- Task status (scheduled, in progress, not started)
- Responsible persons
- Deadlines and remarks

Design Docket & Approval

Contains:

- Final floor plan, renders, specs, measurement sketches
- Reviewed and signed off by the client
- Email confirmation used for approval record

Key Learning Takeaways

1. Client-Centric Design: Addressing both aesthetics and functionality.
2. Documentation: Clear design briefs, BOQs, and approval logs.
3. Execution Management: Defined SOW, real-time tracking, inspections.
4. Feedback Loop: Client feedback incorporated dynamically.
5. Sustainability Integration: Eco-friendly materials and energy-efficient choices.

Say

Now, let us explore the essential pre-execution activities involved in interior design projects, especially for residences and kitchens. This includes how to develop a business development plan, analyse client requirements accurately, and prepare project estimates that align with client expectations and practical feasibility.

Ask

- Why do you think understanding the client's lifestyle is important in kitchen or residence projects?
- How can SWOT analysis help in shaping a business development plan?
- What could go wrong if client requirements are not interpreted correctly?
- What are the key challenges in estimating costs for residential interiors?

Explain

- A Business Development Plan defines the project scope, market research, development and sales strategies, financial projections, and timelines. It is critical for targeting the right market and allocating resources effectively.
- Client Requirement Analysis involves collecting detailed information on client preferences, product types, layouts, and technical needs. Using structured templates ensures no requirement is missed and helps create a client-centric design brief.
- Project Estimation involves consolidating inputs from different internal teams, vendors, and site surveys. A clear BOQ (Bill of Quantities), project timeline, and cost estimate help avoid surprises later and ensure transparency with the client.

Debrief

Accurate and comprehensive planning in the early phases of an interior design project; from business development to estimation plays a pivotal role in ensuring successful project delivery. These steps help align client vision with execution reality and establish a foundation of trust and clarity.

Notes for Facilitation

- Use real case studies to explain client requirement analysis.
- Display sample business development and estimation documents.
- Use role-play, if possible, for client-designer conversations.
- Encourage participants to share personal experiences or examples from fieldwork, if any.
- Emphasize the use of templates and documentation for professional execution.

UNIT 13.2: Project Execution, Estimation, and Task Demarcation for Residence and Kitchen Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the guidelines for performing client visits, inspection, and reporting of assigned residence and kitchen project.
2. Identify and demark tasks and responsibilities based on technicalities of the assigned residence and kitchen project.
3. Identify design docket and specifications based on client requirements and project execution parameters for residence and kitchen project.

Say

Before any project can be successfully completed, it must be monitored regularly, and clients must be kept updated through scheduled visits. Let us understand how to manage client visits, allocate project tasks efficiently, and finalize design dockets with proper approvals for smooth execution and client satisfaction.

Ask

- What preparations should be done before a client visit?
- How can we ensure quality and safety during inspections?
- What roles do different team members play in executing a kitchen or home project?
- Why is approval of the design docket important before execution?

Explain

Client Visits and Inspections:
Before the visit, review all documents like layouts, timelines, BOQ, and coordinate with technical teams. During the visit, walk the client through the site progress, clarify doubts, and record observations using a visual inspection checklist (e.g., checking cabinet alignment in kitchens, tile finishes in bathrooms, paint quality, etc.).

Task Delegation:
Assign work based on specialization. For example:

- Interior Designer handles space planning and design specs.
- Modular Technician handles wardrobe and kitchen cabinets.
- MEP expert handles all electrical and plumbing.

Use trackers (Excel/Google Sheets) to assign tasks with deadlines and monitor progress.

Design Docket Review and Approval:
A good practice includes a documented approval process — starting from requirement collection, preparing the docket, conducting internal reviews, presenting to the client, and final sign-off. Each phase must be documented for traceability and accountability.

Debrief

Well-managed client visits, timely delegation, and documented approvals ensure professionalism, reduce rework, and enhance customer trust. Your role as future interior project coordinators is to implement these systems consistently for quality delivery.

Notes for Facilitation

- Use sample BOQs, floor plans, and visual inspection forms for demonstration.
- Assign a timekeeper during role plays and delegation simulations.
- Ensure learners understand the interdependency between site readiness and timely client approvals.
- Reinforce using project trackers for communication and accountability.

Guidelines to Perform Activity – Role Play

Materials Needed:

- Sample client brief templates (blank or semi-filled)
- Notepad or printed design requirement sheet
- Pens or tablets for recording observations
- Visual references for styles and materials (optional)

Step-by-Step Instructions:

Step 1: Role Assignment (2 minutes)

- Divide participants into pairs.
- Assign roles: one as **Client**, the other as **Interior Designer**.

Step 2: Client Brief Collection (8–10 minutes)

- The **Interior Designer** initiates the conversation.

- They must ask questions to collect:
    - **Functional needs** (e.g., number of family members, activities in the space)
    - **Style preferences** (modern, traditional, industrial, minimalistic, etc.)
    - **Material choices** (wood, marble, tiles, etc.)
    - **Colour preferences**, **budget range**, and **special requirements** (e.g., kids, elderly, pets, storage needs)

Step 3: Designer's Analysis & Response (5–7 minutes)

- Based on the discussion, the designer:
    - Summarizes the client's core expectations.
    - Suggests 2–3 key **layout options**, **style inspirations**, and **material choices**.
    - Highlights any critical constraints or dependencies (e.g., space limitations, budget implications).

Step 4: Presentation & Feedback (5 minutes)

- Each designer briefly presents their design recommendations to the class or facilitator.
- The client provides feedback on whether the recommendations meet their expectations.

Tips for the Trainer:

- Provide prompt cards with client profiles if participants are unsure how to role-play.
- Encourage open-ended questions and active listening by the designer.
- Emphasize respectful and professional communication.
- Debrief the activity by asking:
    - What was easy/difficult about the interaction?
    - How can clarity in the first client meeting prevent future issues?
    - How did the designer prioritize information?

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. What is the first step in creating a business development plan for a residence and kitchen project?
   b. Defining the project scope and objectives

2. Which factor is most important when analysing client requirements for a residence and kitchen project?
   a. Understanding the client's budget and preferred product types

3. What is the primary purpose of a Bill of Quantities (BOQ) in project estimation?
   b. To break down the estimate into work packages for clarity and transparency

4. Which of the following roles is responsible for ensuring that the work is performed on-site according to the plan during a kitchen and residence project?
   c. Site Engineer

5. In the review and approval of a design docket, what is the first step?
   c. Collecting client requirements and specifications

6. Which of the following tools is most useful for documenting client preferences during the initial consultation?
   c. Client requirement capture template

7. Why is it important to perform a site visit before finalizing the layout?
   c. To assess space constraints and natural light

8. What does the contingency percentage in a project estimate typically account for?
   b. Delays or unexpected changes in cost

9. During a client inspection visit, what should the Assistant Project Manager carry for documentation and quality checks?
   b. Camera, PPE kit, checklist forms, notepad

10. What is the purpose of maintaining a live tracker during project execution?
    c. To monitor task progress, deadlines, and responsibilities

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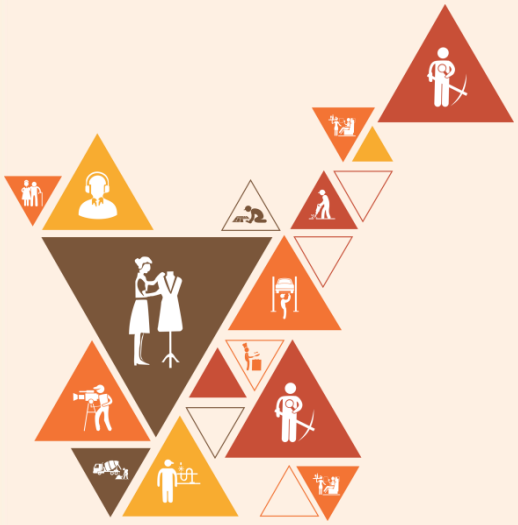
15. Technicalities in a Commercial and Hospital Project

Unit 15.1 - Business Development and Client Requirement Analysis for Academic Institution Project

Unit 15.2 - Project Execution, Estimation and Task Demarcation for Commercial and Hospital Project



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for commercial and hospital project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for commercial and hospital project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.
4. Identify the process of preparing a project estimate and related documents in consultation with internal teams.
5. Explain the guidelines for performing client visits, inspection, and reporting of assigned commercial and hospital project.
6. Identify and demark tasks and responsibilities based on technicalities of the assigned commercial and hospital project.
7. Identify design docket and specifications based on client requirements and project execution parameters for commercial and hospital project.

UNIT 14.1: Business Development and Client Requirement Analysis for Academic Institution Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for commercial and hospital project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for commercial and hospital project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.

Case Study: Commercial and Hospital Interior Design Project

Background

A multidisciplinary interior design firm was contracted to design a new multi-specialty hospital. The scope included:

- Reception, waiting, and outpatient areas
- Diagnostic zones, ICU, admin offices, and staff training areas
- Mandatory compliance with healthcare safety standards and ergonomic workspaces

An Assistant Project Manager (Interior Design) led the planning and execution.

Business Development Plan

The firm targeted the healthcare sector with:

- Objective: Create dual-purpose spaces—comfortable for patients and functional for administration.
- Research: Benchmarked clinics, flooring options, and corporate office designs.
- USPs: Antimicrobial materials, ergonomic setups, digital patient zones, and modular furniture.
- Marketing: Focused on social media, SEO, doctor-networking, and technical partnerships.
- Financials: ROI model based on cost/sqft and future healthcare contracts.

Client Requirement Analysis

Key deliverables identified in meetings:

- Materials: Antibacterial flooring, antifungal ceilings, washable paints, ergonomic furniture.

- Drawings Required:
    - 2D zoning plans
    - 3D renders
    - MEP, RCP, fire safety layouts
- Clear demarcation of hospital and commercial zones for better workflow and compliance.

Scope of Work (SOW)

Covered:

- Materials & Design: Vinyl + carpet tiles, digital branding, modular furniture.
- Services: Lighting (with sensors), HVAC zoning.
- Milestones: Set timelines for design, procurement, and execution (6 weeks execution, with a mid-review at 3 weeks).

Project Estimation & BOQ

Coordination among:

- Design, MEP, Procurement, Execution, and Finance
- Sample BOQ includes vinyl flooring, modular furniture, false ceiling, HVAC, and lighting. Each has clear quantity, rate, and total value.

Client Visit, Inspection & Reporting

Steps followed:

- Walkthrough: Visual checklist used for alignment, fitments, lighting.
- Documentation: Photos, feedback, zone-wise completion percentage.
- Next Steps: Timelines for action on feedback.

Task Demarcation

Team roles were clearly defined:

- Project & Assistant Project Manager: Coordination, costing, client communication.
- Designer: Layouts, 3D visuals, materials.
- Site Engineer, MEP Coordinator, QC Officer, Procurement Lead: Monitored daily progress, vendor handling, and compliance.
- Tracking Tools: Google Sheets (RACI Matrix + Gantt Chart)

Sample Tasks:

- HVAC installation, furniture delivery, flooring—each with assigned Responsible, Accountable, Consulted, Informed (RACI) roles.

Review and Approval of Design Docket

Final docket included:

- 2D/3D layouts, material samples, and technical plans
- Signed approval from stakeholders
- Distribution to site teams, vendors, and contractors
- Kick-off meeting ensured alignment and readiness for execution

Conclusion

This case study illustrates a highly structured, multidisciplinary approach to managing a healthcare + commercial interior project, balancing patient comfort, regulatory compliance, and business functionality. The project emphasized:

- Technical detailing
- Cross-functional coordination
- Formal approvals
- Risk mitigation via inspections and real-time tracking

Say

Now, we will learn how to develop a comprehensive business development plan tailored to commercial and hospital interior design projects. These projects require technical precision and compliance with industry-specific norms. From zoning layouts to MEP coordination, each component plays a critical role in successful execution.

Ask

- What differentiates a commercial/hospital interior design project from a residential one?
- Why is compliance a key factor in hospital interior design?
- Can you think of an example where improper HVAC design could affect a healthcare facility?

Explain

Developing a business plan for commercial and hospital interior projects involves much more than aesthetics. It includes planning for:

- Space Planning & Zoning: Ensuring circulation paths are clear for staff, patients, or visitors, especially in healthcare setups.
- Building Codes & Compliance: Adherence to fire safety, accessibility (like PwD norms), and local municipal laws.
- HVAC Systems: Must support infection control in hospitals via proper filtration and ventilation.
- Electrical & Lighting Systems: Hospitals need emergency lighting, sensor-based lighting, and backup power routing.
- Data, Security & Technology: Structured cabling, server room provisions, and CCTV points must be planned early.
- Material & Finish Durability: Choices must support hygiene, easy maintenance, and withstand heavy footfall.
- Furniture Design: Often requires modular or customized ergonomic solutions, especially in clinical environments.
- MEP Coordination: Mechanical, Electrical, and Plumbing elements must be integrated from the design stage to avoid costly on-site revisions.

A structured scope of work outlines the services offered, timelines, product categories, and key milestones.

Debrief

Commercial and hospital interiors must balance aesthetics with safety, hygiene, and operational efficiency. A well-developed plan not only saves cost and time but ensures a smoother execution process that aligns with client expectations.

Notes for Facilitation

- Use sample hospital/commercial layout drawings to explain space planning and compliance.
- Highlight practical differences in material choices between commercial and hospital spaces.
- Reinforce learning with a visual checklist of MEP and HVAC components.
- Encourage learners to relate topics to real-life settings (e.g., clinics, banks, offices).
- Offer sample BOQ or milestone charts for discussion.

UNIT 14.2: Project Execution, Estimation and Task Demarcation for Commercial and Hospital Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Identify the process of preparing a project estimate and related documents in consultation with internal teams.
2. Explain the guidelines for performing client visits, inspection, and reporting of assigned commercial and hospital project.
3. Identify and demark tasks and responsibilities based on technicalities of the assigned commercial and hospital project.
4. Identify design docket and specifications based on client requirements and project execution parameters for commercial and hospital project.

Say

Now, let us focus on how to coordinate, estimate, delegate, and ensure approval processes for commercial and hospital interior projects. These projects are more complex than residential works and require higher coordination, accuracy, and regulatory compliance. Let us explore how these elements come together to ensure successful execution.

Ask

- What are some key differences between commercial and hospital interior projects?
- Why is internal coordination critical before estimation?
- What are some risks if client walkthroughs are not conducted properly?
- How does a RACI matrix help in task delegation?

Explain

Project Estimates:

- Project estimation starts with gathering inputs from various teams—design, MEP, procurement, execution, and finance.
- BOQs must be created for each category (flooring, furniture, HVAC, etc.) with quantity, unit, rate, and total.

Client Visits & Inspections:

- Client walkthroughs must be structured by zones (ICU, pantry, reception).
- The APM ensures inspection readiness: cleanliness, safety, proper installation, etc.

- Inspection should focus on key elements like furniture alignment, MEP installation, and safety protocols.

Delegating Tasks:

- Break down work by zones (OPD, ICU, reception) and technical scope (HVAC, electrical).
- Assign roles like Project Manager, Site Engineer, MEP Coordinator, etc.
- Use RACI matrix for role clarity: Responsible, Accountable, Consulted, Informed.

Design Docket Review:

- Compile a full docket with layouts, materials, and renders.
- Include signatures from Client, Project Manager, and Design Head.
- Ensure hospital spaces meet zoning and infection control norms.

Do (Activity/Demonstration)

- Show a sample BOQ and ask learners to identify potential cost escalations.
- Display a RACI matrix and conduct a mock delegation discussion.
- Present a sample Design Docket and simulate an approval round with learner participation.

Debrief

By understanding the unique needs of commercial and hospital interiors, you now know how to build effective estimates, manage client interactions, and drive smooth coordination. Always remember: detailed documentation, strong delegation, and proactive client communication are the backbones of successful large-scale projects.

Notes for Facilitation

- Bring sample hospital/commercial project plans or visuals.
- Use BOQ and task tracker templates to engage learners.
- Ask learners to pair up and build mini-RACI charts.
- Stress safety compliance and accessibility, especially in hospital projects.

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. Which technical aspect is crucial when developing a business development plan for commercial and hospital projects?
   a. Space planning and zoning requirements

2. What is included in the scope of work for a hospital project?
   b. Modular furniture, anti-bacterial materials, and medical-grade finishes

3. What is the primary focus during client visits for commercial and hospital projects?
   b. Inspecting furniture, finishes, and MEP installations

4. Which role is responsible for ensuring that the design adheres to functional and hygiene requirements in hospital areas like the ICU?
   c. Safety Officer (Hospital)

5. What is the purpose of the RACI matrix in task delegation for commercial and hospital projects?
   b. To clarify roles and responsibilities among team members

Sample Solution for Hands-on Activity: Simulated Hospital Project Brief – Client Requirement to Execution

Step 1: Project Brief Allocation

- **Project**: 50-bed Multi-specialty Hospital
- **Zones Required**:
  - Reception
  - Outpatient Department (OPD)
  - Intensive Care Unit (ICU)
  - Diagnostic Zone
  - Staff Room
  - Administration Office
- **Budget**: ₹2.5 Crore
- **Timeline**: 6 Months

Step 2: Business Development Plan

- **Target Stakeholders**:
  - Hospital Board
  - Medical Director
  - Procurement Head
  - Facility Manager

- **Marketing Strategy**:
  - Highlight previous healthcare projects
  - Share hygiene certifications of materials
  - Offer post-completion support services
- **Technical Differentiators**:
  - Use of anti-bacterial surfaces (laminates, paints)
  - Coordinated MEP drawings to avoid clashes
  - Touchless automation in ICU and Diagnostics

Step 3: Client Requirement Analysis

- **Functional Zoning Sketch** (2D Layout):
  - Entrance → Reception → OPD on one wing
  - ICU and Diagnostics in sterile zone at rear
  - Admin and Staff on separate verticals
- **Space Allocation**:
  - Reception: 500 sq.ft
  - OPD: 4000 sq.ft
  - ICU: 3000 sq.ft
  - Diagnostics: 2500 sq.ft
  - Admin & Staff: 1500 sq.ft
- **Required Drawings**:
  - Floor Layouts
  - 3D Visualizations
  - MEP Drawings
  - Reflected Ceiling Plan (RCP)
  - Fire Safety Layout
  - Material Mapping Sheet

Step 4: Scope of Work

- **Zones Defined**:
  - HVAC for ICU and Diagnostics
  - Modular Furniture for OPD/Admin
  - Vinyl Flooring (anti-slip)
  - Acoustic ceiling tiles in OPD & ICU
- **Product Categories**:
  - Anti-bacterial wall panels
  - Fire-retardant doors
  - Lead-lined walls for X-ray
  - Medical gas panels
  - Low-VOC paints

Step 5: Project Estimation

Item	Area/Qty	Unit Rate (₹)	Total Cost (₹)
Flooring (Vinyl)	10,000 sq.ft	200/sq.ft	20,00,000
Furniture	Lump Sum	—	40,00,000
HVAC System	6 Zones	5,00,000/zone	30,00,000
Ceiling	8000 sq.ft	180/sq.ft	14,40,000
Electrical	Lump Sum	—	25,00,000
Total Estimate	—	—	₹1,29,40,000

(Rest of the budget for MEP, medical equipment fit-outs, contingency, and PMC fees)

Step 6: RACI Matrix

Task	Project Manager	Designer	Engineer	MEP Lead	Client
Layout Finalization	A	R	C	C	I
Material Approval	C	A	I	R	R
HVAC Planning	C	I	C	A	R
Site Walkthroughs	R	R	A	C	I
Furniture Fit-Out	C	A	I	C	R

R = Responsible, A = Accountable, C = Consulted, I = Informed

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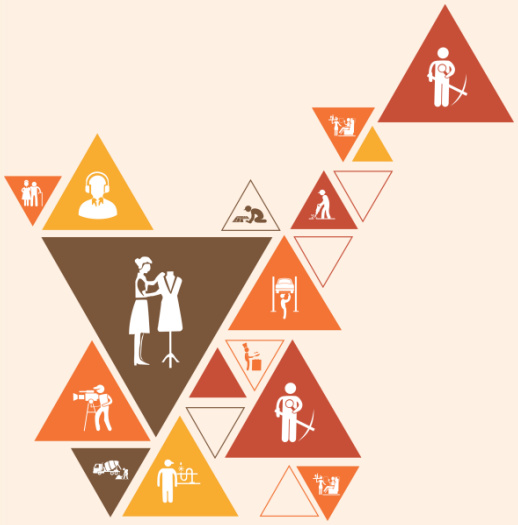
16. Technicalities in Academic Institution Project

Unit 16.1 - Business Development and Client Requirement Analysis for Academic Institution Project

Unit 16.2 - Project Execution, Estimation and Task Demarcation for Academic Institution Project



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for academic institution project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for academic institution project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.
4. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
5. Explain the guidelines for performing client visits, inspection, and reporting of assigned academic institution project.
6. Identify and demark tasks and responsibilities based on technicalities of the assigned academic institution project.
7. Identify design docket and specifications based on client requirements and project execution parameters for academic institution project.

UNIT 15.1: Business Development and Client Requirement Analysis for Academic Institution Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for academic institution project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for academic institution project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.

Case Study: Academic Institution Interior Design Project

A well-known academic trust hired an interior design firm to create modern, ergonomic, and tech-enabled interiors for a newly built college. The key challenge was to ensure:

- Smart classrooms
- Tech-enabled library and AV room
- Accessible faculty/admin areas and washrooms
- Execution during the academic term — without disturbing operations.

1. Business Development Plan

Targeted CBSE/IB/State Board schools with:

- Efficient space planning (LRC, admin, AV room, etc.)
- Compliance with fire safety and accessibility standards
- Ergonomic furniture for age groups
- Tech integration: Smart boards, Wi-Fi, PA systems

Marketing Strategy:

- SEO content, education fairs, EdTech tie-ups
- Risk planning included vendor delays and syncing with academic calendar.

2. Client Requirement Analysis

Key points gathered during consultations:

- Classrooms for **25–30 students** with traditional + digital learning
- **Flexible library** space usable for seminars
- Furniture should allow **quick reconfiguration**

Zoning decisions:

- Admin → Entry
- Classrooms → Along central corridor
- LRC & AV → Quiet rear zone
- Washrooms → Corridor ends

3. Scope of Work (SOW)

Defined across different zones:

- Classrooms: Smart boards, marker walls, soft floors
- Admin: Reception, Principal cabin
- Library: Acoustic ceiling, wall shelving
- AV Room: Tiered seating, blackout panels
- Washrooms: Sensor taps, signage
- Circulation: Safe lighting, wayfinding

Material Brands:
Vinyl (LG Hausys), Modular desks (Featherlite), Ceilings (Armstrong), Fittings (Jaquar)

4. Estimation & BOQ

Cost estimation for major heads:

- Furniture: ₹7,00,000
- AV Systems: ₹2,50,000
- Flooring: ₹6,00,000
- Ceilings: ₹2,00,000
- Washrooms: ₹1,75,000
- Electrical: ₹2,00,000
  Total: ₹21,25,000+

5. Client Visits & Inspections

Mid-project inspections focused on:

- Classroom furniture & smart board alignment
- Library shelving comfort
- AV room wiring
  Issues Noted: Loose panels, pending tables
  Client Request: Add soft boards to classrooms
  Action: Adjust BOQ and follow-up with vendors

6. Task Delegation + RACI Matrix

Clear team responsibility for each zone:

- Classrooms: Designer A + Vendor
- Library: Designer B + AV tech
- AV Room: Vendor + MEP
- Washrooms: Site engineer + QC Lead

Sample Tasks Tracked with start/end dates and RACI (Responsible, Accountable, Consulted, Informed) matrix.

7. Design Docket

Final design documents included:

- Zoning plans
- 3D renders (LRC, Classrooms)
- Product sheets
- Client sign-off
  Status: Approved for execution

This case study demonstrates how to plan, design, estimate, and implement an academic interior project that is both functional and compliant. The process covers:

- Strategic planning
- Client engagement
- Technical execution
- Quality control
- Documentation (BOQ, Gantt, RACI, Docket)

It is a model for how multi-zone educational projects should be executed with clear communication, timelines, and accountability.

UNIT 15.2: Project Execution, Estimation and Task Demarcation for Academic Institution Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
2. Explain the guidelines for performing client visits, inspection, and reporting of assigned academic institution project.
3. Identify and demark tasks and responsibilities based on technicalities of the assigned academic institution project.
4. Identify design docket and specifications based on client requirements and project execution parameters for academic institution project.

Say

Let us explore how to effectively plan, execute, and manage an interior design project specifically for an academic institution. These projects require special attention to compliance, user needs, and educational functionality. We'll look into estimating, client inspections, task delegation, and design docket approvals.

Ask

- What unique challenges might come up in interior projects for schools or colleges?
- Why is client inspection more structured for academic institutions?
- How do we ensure that all stakeholders are aligned before execution begins?

Explain

Project Estimates

Academic projects require:

- A detailed BOQ with brand names, warranties, and specifications.
- A project proposal outlining room-wise scope, tax totals, payment terms, and offer validity.
- A Gantt chart helps visualize the entire project timeline from design finalization to handover.

Client Inspections
Key areas inspected include:

- Classrooms: Furniture, lighting, layout
- Labs: Safety fixtures, plumbing, bench layout
- Library: Acoustics, seating, shelving
- AV Zones: Cabling, server rooms, tech boards

Inspectors use visuals, walkthroughs, and take photos for documentation.

Task Delegation
Tasks are assigned either:

- By Zone (e.g., Designer A for classrooms)
- By Phase (e.g., PM + QC for final snagging)

Use of RACI matrix ensures each task has a Responsible, Accountable, Consulted, and Informed person/team.

Design Docket Review
Before approval, the docket undergoes:

- Internal design team check
- Client review with adjustments
- Final validation for compliance
  This ensures the design aligns with academic needs and timelines.

Debrief

Academic institution projects require careful documentation, precise execution, and clear coordination among teams. By planning through estimation tools, managing through RACI, and reviewing dockets methodically, we can ensure successful project outcomes.

Notes for Facilitation

- Use actual academic space visuals and materials for contextual learning.
- Ask learners to create a simple Gantt chart or RACI based on the case.
- Encourage collaborative planning as if forming a real project team.
- Highlight real examples like smart classroom installations or lab safety compliance.

Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. Which of the following is a key component of the business development plan for an academic institution project?
   b. Building code and regulatory compliance
2. What is a key consideration when analysing client requirements for an academic institution project?
   b. Understanding the institutional vision, academic levels, and user demographics
3. What is included in the scope of work for an academic institution project?
   b. Furniture, flooring, ceiling, AV systems, and safety features for all functional zones
4. Why is a phased execution plan important for an academic institution project?
   b. To ensure minimal disruption to the academic calendar and optimize work during holidays/weekends
5. What is the purpose of the RACI matrix in delegating tasks for an academic institution project?
   b. To clarify roles and responsibilities, ensuring clear accountability and communication

Sample Solution for Hands-On Exercise: Design & Execution Plan for a Vocational Training Centre

Step 1: Business Development Plan (Summary)

- **Space Planning Zones**:
  - 2 Practical Labs (Tailoring & Electrical)
  - 1 Computer Lab
  - 2 Classrooms (Theory)
  - Admin Office & Reception
  - Male/Female Washrooms
  - Breakout & Storage Areas
- **Regulatory Compliance**:
  - Safety standards per NSQF guidelines
  - Fire safety provisions
  - Universal accessibility (PwD ramps, signage)
- **Technology Integration**:
  - LAN/Wi-Fi-enabled Computer Lab
  - AV support in classrooms
  - Smart lighting/energy-efficient appliances

- **Cost-Efficiency & Modularity**:
  - Pre-fabricated partitions
  - Stackable/modular furniture
  - LED lighting, durable flooring

Marketing/Outreach Strategy:

  - Partnership with local employers
  - Alumni engagement programs
  - Government sponsorship banners & branding

Step 2: Client Requirement Sheet

Parameter	Requirement
No. of students per trade	Tailoring – 20, Electrical – 15, Computers – 15
Usage Hours	8:00 AM – 6:00 PM (Mon-Sat)
Layout Preferences	Practical Labs require open circulation; Theory classrooms require linear bench layout
Washroom Location	One near classrooms, one near labs
Special Instructions	Lockable tool storage, AV setup in each room, silent reading room corner

Step 3: Functional Zoning Layout

(A verbal example if sketch not possible)

- Main Entrance → Reception
- Right Wing → Admin Office
- Left Wing → Classrooms and Reading Zone
- Rear Block →
  - Tailoring Lab (Left)
  - Electrical Lab (Right)
  - Computer Lab (Center)
- Washrooms near Lab and Classroom blocks
- Storage and Breakout zone adjacent to Computer Lab

Step 4: Scope of Work and Estimation Sheet

Zone	Item	Qty	Est. Cost (₹)
Electrical Lab	Workbenches	10	₹1,00,000
Computer Lab	Desks + Chairs	15	₹1,05,000
Classrooms	Whiteboards, Fans	2 sets	₹50,000
Washrooms	Fixtures + Cubicles	2 units	₹70,000

- **Subtotal**: ₹3,25,000
- **+ 5% Contingency**: ₹16,250
- **Total Estimate**: ₹3,41,250
- **Suggested Payment Terms**: 40% advance, 40% mid-stage, 20% after completion

Gantt Chart Phases:

1. Design – Week 1–2
2. Procurement – Week 3–4
3. Execution – Week 5–8
4. Handover – Week 9

Step 5: Site Inspection Checklist

- ✓ Non-slip flooring
- ✓ Adequate signage and fire extinguishers
- ✓ AV projectors installed and tested
- ✓ Furniture and equipment properly placed
- ✓ Proper lighting and cross ventilation

Step 6: Task Demarcation Table (RACI)

Zone	Responsible	Accountable	Consulted	Informed
Tailoring Lab	Furniture Vendor	PM	Designer	Client
AV Setup	AV Technician	PM	IT Consultant	Client
Admin Block	Civil Contractor	PM	Architect	Admin Head

Step 7: Design Docket Checklist

- Final Approved Layout Plan
- Material Specification Sheet
- Electrical & Lighting Plan
- AV Equipment Installation Details
- Furniture Style & Finish Samples

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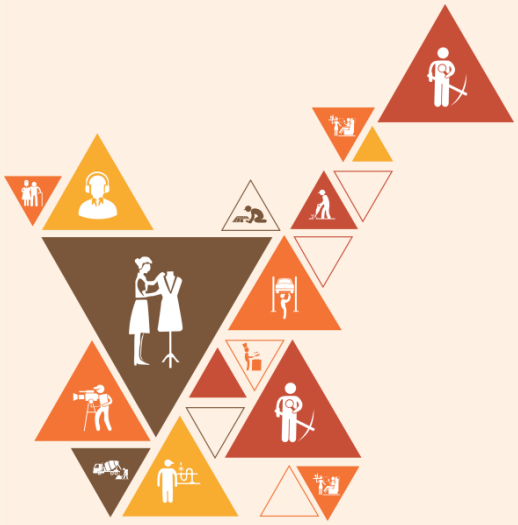
17. Conduct Client Deliberation and Defining Scope of Work for

Unit 17.1 - Business Development and Client Requirement Analysis for Hospitality Project

Unit 17.2 - Project Execution, Estimation and Task Demarcation for Hospitality Project



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for hospitality project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for hospitality project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.
4. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
5. Explain the guidelines for performing client visits, inspection, and reporting of assigned hospitality project.
6. Identify and demark tasks and responsibilities based on technicalities of the assigned hospitality project.
7. Identify design docket and specifications based on client requirements and project execution parameters for hospitality project.

UNIT 16.1: Business Development and Client Requirement Analysis for Hospitality Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for hospitality project.
2. Identify client requirements in terms of layouts, blueprints, product types, etc. for hospitality project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.

Case Study: Hospitality Interior Design Project – Boutique Hotel

This case study details the interior design planning and execution for a 30-room boutique hotel located in a heritage urban district. The objective was to merge modern functionality with local cultural aesthetics while meeting the needs of both leisure and business travellers.

1. Business Development Plan

- Target Segment: Boutique urban hotels appealing to both business and leisure guests.
- Strategy:
    - Infuse cultural storytelling into the design.
    - Use sustainable materials to reduce maintenance.
    - Add revenue-generating zones (rooftop bar, meeting rooms).
    - Highlight local craftsmanship as a unique selling proposition.
- Marketing: Mood boards, brand story, and return on investment (ROI) calculations were used to convince the client.

2. Client Requirement Analysis

- The brief demanded a luxurious yet culturally rooted theme.
- Specific requirements included:
    - Soundproof, well-lit rooms.
    - Flexible restaurant seating.
    - Preference for Indian craftsmanship.

- The design team conducted site visits, studied sunlight and guest flow, and coordinated with the chef and operations consultant for accurate planning.

3. Space Planning & Layout

Key zones and their design considerations:

- Lobby: Double-height ceiling, art walls, seating clusters.
- Rooms: Platform beds, work desks, warm lighting.
- Restaurant: Semi-open kitchen, flexible seating, local motifs.
- Rooftop Bar: Pergola, ambient lighting, low seating.
- Meeting Rooms: Modular setup, acoustic treatments.

4. Scope of Work

Included:

- Demolition and civil works.
- MEP alignment, flooring, ceiling, and panelling.
- Furniture procurement and installation.
- Lighting and automation.
- Signage and FF&E coordination.

The execution followed a phased plan: from design finalization to final snag check and handover.

5. Estimation & BOQ Summary

Budget Breakdown:

- Total Estimated Cost: ₹62.5 lakhs (including GST + contingency).
- Major spends:
    - Guest Rooms: ₹27 lakh
    - Rooftop Bar: ₹7.5 lakh
    - Lobby + Restaurant + Meeting Rooms: ₹16 lakh combined

6. Task Demarcation

Used **RACI Matrix**:

- Clearly assigned *Responsible*, *Accountable*, *Consulted*, and *Informed* roles for each task.

- Examples:
    - Guest room furniture → Furniture vendor (Responsible), PM (Accountable)
    - Rooftop construction → Civil contractor (Responsible), PM (Accountable)

A project tracker with timelines and statuses was maintained.

7. Client Visit & Inspection Guidelines

At each project milestone:

- Finishes, layouts, and lighting samples were showcased.
- Site walkthroughs and reports ensured client transparency.
- Specific focus areas: acoustics, ventilation, bar counter height, and meeting room lighting.

8. Review & Approval of Design Docket

The docket included:

- 2D layouts, 3D renders, furniture specs, signage, and finish boards.
- It was approved by both the client and the operations consultant.

Project Outcome

- Successfully completed in 90 days.
- Launched in time for peak tourist season.
- Received high client satisfaction and was featured in a design magazine.

This case study illustrates a structured, client-focused approach to hospitality design, highlighting the importance of functional planning, cultural alignment, quality execution, and stakeholder engagement.

UNIT 16.2: Project Execution, Estimation and Task Demarcation for Hospitality Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
2. Explain the guidelines for performing client visits, inspection, and reporting of assigned hospitality project.
3. Identify and demark tasks and responsibilities based on technicalities of the assigned hospitality project.
4. Identify design docket and specifications based on client requirements and project execution parameters for hospitality project.

Say

Hospitality interior projects require precise coordination between design intent and client expectations, especially due to tight timelines, aesthetic demands, and operational needs. Let us explore how to estimate project costs, coordinate client inspections, assign roles, and review design dockets, specifically for hospitality settings.

Ask

- What components make hospitality project estimation unique compared to other sectors?
- Why is internal coordination important before sharing estimates with the client?
- How can a mock-up room help in finalizing costs and specifications?
- What is the importance of formal delegation using checklists or RACI charts?
- How does a Design Docket support final approvals?

Explain

Project Estimates for Hospitality Projects

Estimating costs in hospitality design projects includes all core documents such as the BOQ and cost proposals. A few distinct additions are:

- Room Mock-Up Costing (RMC): This provides real-world cost validation before full-scale execution.
- Vendor and Rate Mapping Sheet: Helps in aligning design choices with available budgets.

- Execution Timeline (Gantt or Table): Ensures timely delivery in a sequential and coordinated manner.

Client Visits and Inspections

Hospitality clients often conduct walkthroughs at multiple stages. The same structured approach from academic or commercial projects is followed:

- Schedule based on milestones.
- Prepare inspection-ready samples and finishes.
- Use checklists and documentation forms to capture and respond to client inputs.

Delegating Tasks

As with previous modules, task delegation is done using internal task tracking systems or RACI charts. It ensures:

- Role clarity for each stage (Design, MEP, Procurement).
- Better inter-departmental communication.
- Avoidance of overlap or task gaps.

Design Docket—Review and Approval

The hospitality design docket includes all standard elements such as:

- Finalized layouts, material boards, 3D renders.
- Vendor specification sheets.
- BOQ and timeline tracking.
  The review mechanism includes approval by client, operations head, and internal design reviewers.

Debrief

By adopting systematic approaches—like accurate cost estimates, structured client reviews, clear delegation, and comprehensive dockets—hospitality interior projects can be executed efficiently and professionally. These tools not only guide execution but build client trust and accountability.

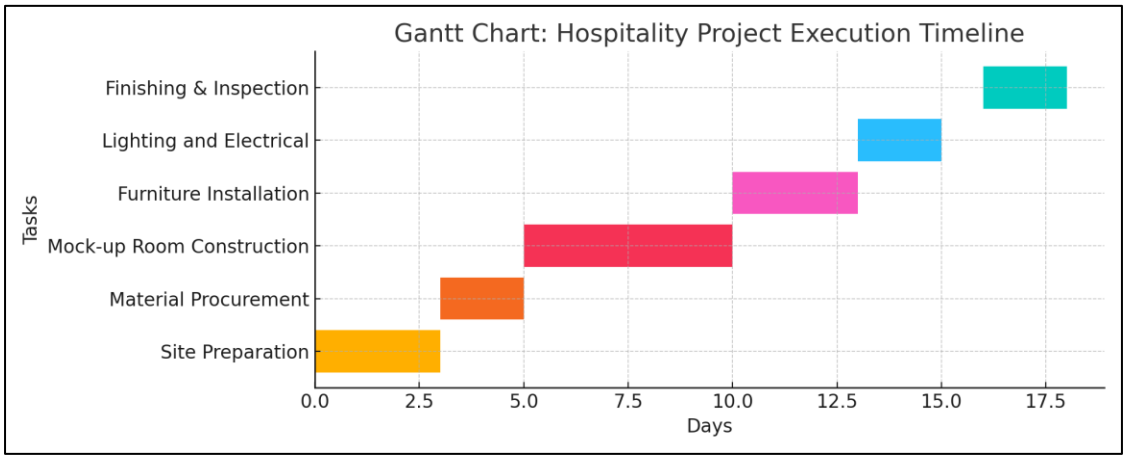
Notes for Facilitation

- Use actual or sample BOQs, RMC formats, and Gantt charts in class to demonstrate.
- Reinforce the value of a Room Mock-Up in preventing costly mistakes.
- Simulate a mini client visit to show reporting and checklist use.
- Provide a filled RACI matrix template and ask learners to analyse it.
- Showcase an approved Design Docket for hospitality to demonstrate document flow and approval sequence.

Sample Room Mock-Up Costing Table

Item	Quantity	Rate (INR)	Total Cost (INR)
Bed with Headboard	1	25000	25000
Mattress	1	12000	12000
Side Tables	2	4500	9000
Wardrobe	1	18000	18000
Study Desk & Chair	1	10000	10000
Lighting Fixtures	5	3000	15000
Curtains	2	3500	7000
Flooring	200	250	50000
Paint & Wall Finish	200	45	9000
Electrical & Switches	10	500	5000
HVAC	1	45000	45000
Bathroom Fixtures	1	25000	25000
Mirror & Accessories	1	5000	5000
Artwork & Decor	4	2000	8000
Contingency (10%)	1	15000	15000

- **Sample Gantt Chart for Project Timeline**



Solution to Exercise

A. Multiple Choice Questions (MCQs)

1. What is a key focus of the business development plan for hospitality interior design projects?
   b. Maximizing revenue per square foot and integrating smart technology
2. Which of the following is a critical element in analysing client requirements for a hospitality project?
   b. Analysing functional flow, guest room sizes, and amenities in public areas
3. What should the scope of work for a hospitality project include?
   b. Details for all functional areas like guest rooms, public areas, and back-of-house spaces
4. What is the role of the smart technology integration in hospitality interior design projects?
   a. It enhances guest experience through automation, AV systems, and guest Wi-Fi
5. What is the purpose of reviewing and approving a design docket in hospitality projects?
   b. To ensure that all client requirements and technical specifications are met before execution

Sample Solution to Hands-On Activity: Interior Planning for a Bed & Breakfast (B&B)

Step 1: Business Development Planning

Target Audience:
• Urban travellers, business tourists, and weekend staycationers
Differentiators:
• Smart room integration (touchless entry, automation)
• Eco-friendly furniture and lighting
• Boutique theme with local cultural elements

Client Outreach Plan:
• Tie-ups with travel agencies
• Digital campaigns targeting metro cities
• Brochures with 3D visuals of proposed rooms

Step 2: Client Requirement Capture

Hotel Type:
Boutique Bed & Breakfast with 10 rooms
Functional Requirements:
• Reception + Lounge
• 10 Guest Rooms
• Pantry & Dining Area
• Common Restroom

• Staff Service Area
• Mini Conference Room

Style:
Contemporary with heritage influences
Special Needs:
Soundproofing for rooms, energy-efficient lighting, Wi-Fi routers, and accessibility for PwDs

Step 3: Layout Planning & Zoning

2D Sketch Plan Includes:
• Reception at the entrance
• 5 rooms on each floor with private washrooms
• Dining & pantry on ground floor
• Mini conference on 1st floor
• Staircase and lift for access

Step 4: Scope of Work

1. Guest Rooms – Beds, wardrobes, lights, curtains, bathroom fittings
2. Reception & Lounge – Sofa, reception table, LED signage
3. Dining – Tables, chairs, buffet counter
4. Kitchen – Modular storage, counters, sink units
5. Tech – Smart locks, Wi-Fi setup, CCTV
6. Safety – Fire extinguishers, signage, emergency lights

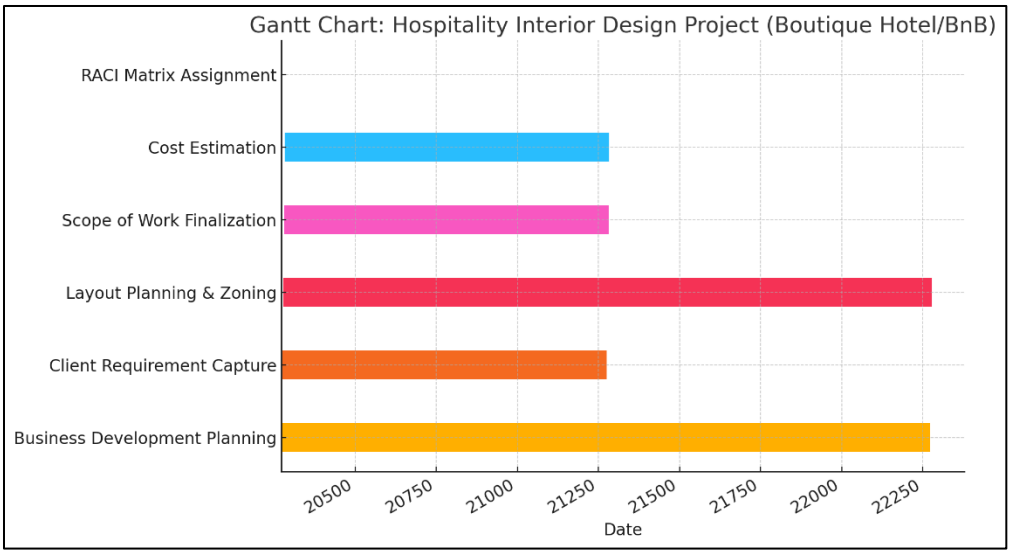
Step 5: Cost Estimation (BOQ Template)

Item	Quantity	Rate (INR)	Amount (INR)
Modular Beds	10 Nos	₹25,000	₹2,50,000
Wardrobes	10 Nos	₹15,000	₹1,50,000
Reception Desk	1 No	₹40,000	₹40,000
Dining Furniture	Set	₹1,00,000	₹1,00,000
Lighting (LEDs)	Lump Sum	₹75,000	₹75,000
Smart Locks (Rooms)	10 Nos	₹8,000	₹80,000
Wi-Fi Routers	3 Nos	₹3,000	₹9,000
Total Estimate			₹7,04,000

Step 6: RACI Matrix (Task Assignment)

Task	Responsible	Accountable	Consulted	Informed
Finalize Layout	Designer	Project Manager	Client	Engineer
Furniture Selection	Designer	Project Manager	Vendor	Client
Smart Tech Installation	Tech Consultant	Project Manager	Designer	Client
BOQ & Estimation	Quantity Surveyor	Project Manager	Designer	Client
Site Execution	Site Engineer	Project Manager	Designer	Client

The following Sample Gantt chart represents the project timeline for the Hospitality Interior Design Project (Boutique Hotel/BnB). It visually maps each major task such as business development planning, layout planning, cost estimation, and RACI assignment across specific dates.



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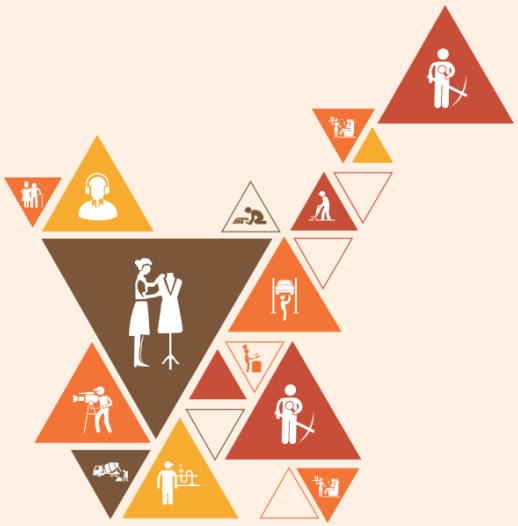
18. Technicalities in a Retail Fit-out and Exhibition Project

Unit 18.1 - Business Development & Client Requirement Analysis for Retail Fit-out and Exhibition Project

Unit 18.2 - Project Execution, Estimation and Task Demarcation for Retail Fit-out and Exhibition Project



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Key Learning Outcomes

At the end of this module, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for Retail Fit-out and Exhibition project.
2. Identify and interpret client requirements in terms of layouts, blueprints, product types, etc. for Retail Fit-out and Exhibition project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.
4. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
5. Explain the guidelines for performing client visits, inspection, and reporting of assigned Retail Fit-out and Exhibition project.
6. Identify and demark tasks and responsibilities based on technicalities of the assigned Retail Fit-out and Exhibition project.
7. Identify design docket and specifications based on client requirements and project execution parameters for Retail Fit-out and Exhibition project.

UNIT 18.1: Business Development & Client Requirement Analysis for Retail Fit-out and Exhibition Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Analyse and prepare a business development plan based on specified marketing and development strategies for Retail Fit-out and Exhibition project.
2. Identify and interpret client requirements in terms of layouts, blueprints, product types, etc. for Retail Fit-out and Exhibition project.
3. Identify the scope of work for the project by analysing the client requirement and specifications.

Case Study: Retail Fit-out and Exhibition Project – Luxury Watch Brand

A global luxury watches brand hires a design firm for two key deliverables:

- A 250 sqm high-end retail store in a premium mall.
- A 50 sqm exhibition booth for an international horology expo.

The Assistant Project Manager (Interior Design) coordinates from business development to handover, ensuring brand alignment, technical compliance, and timely execution.

1. Business Development Strategy:

- Services: Turnkey fit-out, custom joinery, booth design, AV.
- Target Audience: Luxury retail brands; international expos.
- Execution Focus:
    - Fast-track using modular joinery.
    - Booth pre-fabrication off-site for easy installation.
- Compliance:
    - Mall/fire safety approvals.
    - AV & electrical readiness.
- Tools:
    - Augmented Reality (AR) mock-ups.
    - Gantt charts, CRM tools.
- Risks Managed: Backup vendors, timeline buffers for international logistics.

2. Client Requirements:

- **Retail Store**:
  - "Museum-like" ambience.
  - Modular counters, acoustic panels, hidden lighting.
- **Exhibition Booth**:
  - Curved wall, rotating display, interactive digital panels.
- **Technical Aspects**:
  - Ceiling checks, MEP verification, fire compliance.
  - Use of acoustic tiles, track lights, minimal signage.
- **Branding**:
  - Strict adherence to CIS (Corporate Identity Standards).

3. Scope of Work:

Area	Tasks
Retail Store	Flooring, AV, backlit walls, display counters, MEP
Booth	Structural setup, branding, AV, lighting, collapsible shelves
Shared Tasks	Design coordination, mock-ups, compliance documentation

Exclusions: Civil works, video production, logistics, mall deposits.

4. Project Estimate (Sample BOQ):

Item	Qty	Unit Rate	Total
Display Counters	6	₹65,000	₹3,90,000
Acoustic Panelling	30 sqm	₹2,500	₹75,000
Booth Wall Structure	1	₹1,50,000	₹1,50,000
AV Setup	LS	—	₹2,20,000
Track Lights	40	₹2,000	₹80,000
Branding/Vinyl Wrap	LS	—	₹1,00,000
Total (incl. contingency & GST): ₹10,50,000			

Support Docs: Drawings, Risk Register, Spec Sheets, Gantt Chart.

5. Client Site Visits:

- Frequency: Weekly.
- Focus: Lighting, signage, finishes, access.
- Sample Report Highlights:
    - AV wiring issue found.
    - Light intensity too high in the booth.
    - Branding pending artwork.
    - Positive feedback on wall finishes.

Task Delegation:

RACI Matrix assigns tasks across:

- Carpenters, AV vendors, Branding teams, etc.
- Clear roles: Responsible, Accountable, Consulted, Informed.

7. Tracker:

Task	Start–End	Status
Joinery Installation	1–5 Aug 2025	Completed
Booth Fabrication	3–6 Aug 2025	In Progress
AV Setup	7–9 Aug 2025	Scheduled
Branding	10–11 Aug 2025	Not Started
Client Walkthrough	15–16 Aug 2025	Pending

Design Docket Review:

Final docket included:

- GA drawings, MEP layout, AV/lighting plans, sample boards, timeline.
- Client approved with sign-off and minor feedback.

This case study is an excellent illustration of:

- Real-world project management.
- Coordination of high-end design with technical compliance.
- Effective use of planning tools (Gantt, RACI, AR, CRM).
- Clear communication and client satisfaction management.

UNIT 18.2: Project Execution, Estimation and Task Demarcation for Retail Fit-out and Exhibition Project

Unit Objectives

At the end of this unit, the participants will be able to:

1. Explain the process of preparing a project estimate and related documents in consultation with internal teams.
2. Explain the guidelines for performing client visits, inspection, and reporting of assigned Retail Fit-out and Exhibition project.
3. Identify and demark tasks and responsibilities based on technicalities of the assigned Retail Fit-out and Exhibition project.
4. Identify design docket and specifications based on client requirements and project execution parameters for Retail Fit-out and Exhibition project.

Say

Project estimates are the backbone of financial planning and resource management in retail and exhibition interior projects. Let us explore how detailed documentation, drawing registers, and Gantt charts ensure that design intent is matched by precise execution.

Ask

- Why is a detailed cost plan essential in retail/exhibition fit-out projects?
- What kinds of delays or risks should we account for in such fast-paced projects?
- How does the drawing register assist the design team and vendors?

Explain

The estimate documentation includes:

- Project Estimate Summary (Cost Plan): Lists key cost heads like joinery, AV systems, display units, branding, etc.
- Drawing Register: Tracks all drawings with version control, issue dates, and designer responsibility.
- Time Schedule (Gantt Chart): Maps design development to execution stages with critical path tasks.
- Risk Register: Optional but valuable for pre-empting project bottlenecks such as import delays or venue restrictions.

Practical examples of:

How a Delay in Booth Fabrication Can Affect Installation Time

Example:
A retail brand is participating in a 3-day trade exhibition scheduled from 15th–17th September. Their booth fabrication was outsourced and scheduled to be completed by 10th September, allowing 5 days for transport, on-site installation, lighting, branding, and trial run.

However, due to a delay in receiving laminated panels, the fabrication was completed only on 13th September.

Impact:

- Transportation had to be expedited, increasing cost.
- Installation team got only 1.5 days instead of 5.
- Electrical fittings were rushed, leading to last-minute wiring issues.
- Final touch-ups (e.g., signage alignment, cleaning) were compromised.
- The booth was incomplete during the early hours of the exhibition opening, creating a negative impression.

2. Importance of Having a Drawing 'Issued for Construction' Before Procurement Starts

Example:
In a retail fit-out project for a new fashion store, the procurement team ordered custom display racks and lighting based on a draft layout drawing (not marked "Issued for Construction").

A week later, the design team finalized the store circulation and made minor changes to rack sizes and lighting layout due to fire safety regulations.

Impact:

- Already-ordered racks did not fit the revised layout.
- Lights had to be reordered or reconfigured, causing delay.
- Additional costs were incurred for modifying the racks.
- Vendor-client trust was affected due to conflicting communication.

Both examples highlight why tight coordination, updated documentation, and clear version control are critical in fast-paced, high-visibility projects like retail fit-outs and exhibitions.

Debrief
Retail and exhibition projects demand precision, speed, and coordination. A well-documented estimate plan not only helps control cost but also aligns every team member on timelines and deliverables.

Notes for Facilitation

- Use real or sample project cost plans and drawing trackers for better clarity.
- Reinforce how the Drawing Register ensures accountability and avoids version conflicts.
- Explain the importance of timeline buffers and budget contingencies in exhibition setups.

Client Visits, Task Delegation, Design Docket

These topics follow the same structure and content as provided in Module 15. However, emphasize the need for:

- Fast approvals in exhibitions,
- Tight vendor timelines,
- Modular or pre-fabricated design coordination,
- Rapid client walkthroughs and snag resolution.

Solutions to Exercise

A. Multiple Choice Questions (MCQs)

1. What should a business development plan for a retail fit-out and exhibition project include?
   b. Services offered, market segmentation, compliance with standards, and sustainability goals
2. How should client requirements be analysed for a retail fit-out or exhibition project?
   a. By reviewing layouts and ensuring alignment with branding and visual identity
3. What is typically included in the scope of work (SOW) for retail fit-out and exhibition projects?
   b. Deliverables, client inputs, timelines, and exclusions like civil engineering
4. Which of the following is a key element in the project estimate for retail fit-out and exhibition projects?
   b. Project Estimate Summary, Gantt chart, and Risk Register
5. What does the review and approval process for a design docket ensure?
   a. That the project design aligns with client requirements and is technically feasible

Sample Solution for Practical Activity: Retail Layout Planning and Zoning Optimization

Task 1: Zone Evaluation Matrix

Zone	Placement Score (1–5)	Visibility	Footfall Expected	Is It Optimal? (Y/N)	Why / Why Not?
Women's Clothing	4	High	High	Y	Located near entry; attracts early engagement.
Home Electronics	2	Low	Medium	N	Tucked away at the back; not on main customer path.
Snack Bar	3	Medium	High	Y	Good for impulse purchase but can be better positioned.
Checkout	2	Low	High	N	Near exit but congested area; no waiting zone or space.

Task 2: Customer Journey Issues + Suggestions

- Issue 1: Electronics zone has poor visibility and low footfall.
  Suggestion: Relocate electronics closer to a high-traffic area, like near the snack bar.
- Issue 2: No proper decompression zone at entrance.
  Suggestion: Add promotional or low-engagement items (e.g., seasonal items) at the entrance to ease customer entry.
- Issue 3: Checkout area is cramped, with no queue management.
  Suggestion: Expand space, create visible queue lines, and relocate high-theft items nearby.

Task 3: Re-Zoning Proposal

- Product Placement: Move Women's Clothing to the left entry area (Power Wall) to capture attention.
- Checkout Experience: Widen checkout zone and place near exit with impulse shelves around.
- Restroom/Service Area Positioning: Move restrooms to a corner with good signage and place customer service next to checkout.

Task 4: Justification Write-up

In the proposed layout, the placement of Women's Clothing at the front-left entrance leverages the "Power Wall" principle, drawing customers into high-margin items early. This area serves as a decompression zone, giving customers a visual pause upon entry. Home Electronics is relocated closer to the central path, increasing engagement by proximity to other high-interest zones like the snack bar.

Improving the checkout layout with a clear path and adding impulse products (e.g., snacks, chargers) enhances both flow and average ticket size. The relocation of service areas and restrooms to accessible yet non-dominant positions improves navigation while keeping high-value space focused on product zones.

These changes collectively align with "Destination Zone" planning, right-turn bias, and customer comfort, ultimately optimizing sales conversion and customer experience.

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Annexures

Training Delivery Plan

Training Delivery Plan			
Program Name:	Assistant Interior Designer		
Qualification Pack Name & Ref. ID	Assistant Interior Designer (FFS/Q0203)		
Version No.	V3.0	**Version Update Date**	
Pre-requisites to Training	Completed 1st year of 3-year/ 4-years UG Or Pursuing 1st year of 3-year/ 4-years UG and continuing education Or Pursuing 3rd year of 3-year diploma after Grade 10 and continuing education Or Completed 3-year diploma after Grade 10 Or Completed 1st year of 2 years diploma after Grade 12 Or Pursuing 2nd year of 2- year diploma after Grade 12 and continuing education Or Grade 12 Pass with 1 year of relevant experience Or Grade 10 pass with 2 years of any combination of NTC/NAC/CITS or equivalent with 1 year of relevant experience Or Grade 10 pass with 3 years of relevant experience Or Previous relevant Qualification of NSQF Level 4.0 (Draughtsperson (Interior Design)) with 1.5 years of relevant experience Or Previous relevant Qualification of NSQF Level 3.0 (Multipurpose Draughtsperson) with 3 years of relevant experience		
Training Outcomes	By the end of this program, the participants will be able to: • Describe the organizational map of interiors and role of Assistant Interior Designer • List the different types of Interior Projects, Products, Materials and Hardware • Discuss the process of analysing and interpreting client requirements • Conduct site survey for Interior Designing and supervise recce activities • Discuss the process of defining Tentative Scope of Work (TSOW) and its role in interior designing.		

	• Conduct product budgeting and execution planning of interior design projects • Demonstrate the designing and approval process for design drafts, mood boards, and models • Describe the process of task delegation and its importance in project execution. • Design and validate the drafts and drawings based on client requirements. • List different types of materials and finishes based on various interior design projects • Conduct procurement management for effective execution of work at on-site. • Design and deploy effective work monitoring plan for on-site work. • Follow and ensure the compliance of the Occupational Health & Safety protocols while designing. • Explain the methods for material conservation and resources optimization during interior designing. • Discuss various aspects of employability skills and employ such practices towards personal and organizational growth. • Describe the process of planning, organizing, and supervision in conducting the site survey and recce for residence projects • Create design drafts and concepts for residence projects • Explain the steps involved in effective project execution and work monitoring in residence projects • Discuss the procurement process and relevant documents for residence projects • Explain the processes involved in interior designing for residence project and execute the same. • Describe the process of planning, organizing and supervision in conducting the site survey and recce for kitchen projects • Create design drafts and concepts for kitchen projects • Explain the steps involved in effective project execution and work monitoring in kitchen projects • Discuss the procurement process and relevant documents for kitchen projects • Explain the processes involved in interior designing for kitchen project and execute the same.

	• Describe the process of planning, organizing and supervision in conducting the site survey and recce for commercial projects • Create design drafts and concepts for commercial projects • Explain the steps involved in effective project execution and work monitoring in commercial projects • Discuss the procurement process and relevant documents for commercial projects • Explain the processes involved in interior designing for commercial project and execute the same. • Describe the process of planning, organizing and supervision in conducting the site survey and recce for hospitality projects • Create design drafts and concepts for hospitality projects • Explain the steps involved in effective project execution and work monitoring in hospitality projects • Discuss the procurement process and relevant documents for hospitality projects • Explain the processes involved in interior designing for hospitality project and execute the same. • Describe the process of planning, organizing and supervision in conducting the site survey and recce for academic institution projects • Create design drafts and concepts for academic institution projects • Explain the steps involved in effective project execution and work monitoring in academic institution projects • Discuss the procurement process and relevant documents for academic institution projects • Explain the processes involved in interior designing for academic institution project and execute the same. • Describe the process of planning, organizing and supervision in conducting the site survey and recce for retail fitout and exhibition projects • Create design drafts and concepts for retail fitout and exhibition projects • Explain the steps involved in effective project execution and work monitoring in retail fitout and exhibition projects • Discuss the procurement process and relevant documents for retail fitout and exhibition projects • Explain the processes involved in interior designing for retail fitout and exhibition project and execute the same.

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Module 1: Introduction to the Role of Interior Designer	Unit 1.1 - Interior Design Industry and Organizational Structure	• Outline on the various organizational structure, processes, code of conduct, reporting matrix, and escalation hierarchy. • Define the scope and significance of the interiors industry. • Outline the occupational map of the Interiors industry-related job roles.	Bridge Module FFS/N0210 KU1,KU7 FFS/N0211 KU1,KU7 FFS/N0212 KU1,KU7 FFS/N0213 KU1,KU7 FFS/N0214 KU1,KU7 FFS/N0215 KU1,KU7 FFS/N0216 KU1,KU7 FFS/N0217 KU1,KU7 FFS/N0218 KU1,KU7 FFS/N0219 KU1,KU7	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	4 Theory (04:00) Practical (00:00)
	UNIT 1.2: Roles & Responsibilities as Assistant Interior Designer	• Identify the attributes and essential skill sets required for an Assistant Interior Designer.	Bridge Module	Classroom lecture/ Power-Point Presentation/ Question & Answer and	Whiteboard and markers, Chart paper and sketch pens, LCD Projector	4 Theory (04:00) Practical (00:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		• Explain the role, responsibilities, and key result areas of for an Assistant Interior Designer. • List the various operations/activities that take place at the worksite and Assistant Interior designer role in the same. • List the regulatory authorities, laws, and regulations related to an individual while working. • Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.		Group Discussion Hand-on Activity	and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	
	Unit 1.3 – Career Progression	• Outline the career progression path for an Assistant Interior Designer.	Bridge Module	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	4 Theory (04:00) Practical (00:00)
Module 2: Introduction to Various Types of	Interior Design Basics and Process Flow	• Define interior drafting, interior designing, and interior project management.	Bridge Module	Classroom lecture/ Power-Point Presentation/ Question	Whiteboard and markers, Chart paper and sketch	8 Theory (04:00) Practical

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Interior Projects, Products, Materials, and Accessories Chain		• Illustrate the process flow of an Interior Designing project. • Classify different types of Interior Design projects in terms of space, theme, and styles. • List the various types of advanced raw materials and accessories used in an Interior Design project. • Differentiate between the different types of raw material as per the given checklist. • List the various categories of advanced architectural hardware and fittings used designing and their usage. • Identify the architectural hardware as per the type of application. • Analyse different Interior projects for categorization based on space, style, and themes. • Examine the Interior projects and define the theme and elements. • Explain the steps involved in the interior design project from client deliberations to project handover and signoff.	FFS/N0210 KU9,KU10 FFS/N0211 KU11 FFS/N0212 PC8,PC9 KU19,Ku20	& Answer and Group Discussion Hand-on Activity	pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	(04:00) 2 Theory (00:00) Practical (02:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	Furniture Trends and Interior Projects	• List the different types of furniture and their area of applications. • Outline the latest trends and advancements related to the interior designing process. • Define the role of effective communication skills required for Interior Designer	Bridge Module FFS/N0210 KU13 FFS/N0211 KU13 FFS/N0212 KU13 FFS/N0213 KU13 FFS/N0214 KU13 FFS/N0215 KU13 FFS/N0216 KU13 FFS/N0217 KU13 FFS/N0218 KU13 FFS/N0219 KU13	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (02:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Module 3: Interpret and Analyse the Client Requirement	UNIT 3.1: Themes, Styles, Layouts Associated with Interior Design Projects	• List various interior decor elements like ventilation, colour, lighting, Vaastu shastra, • symmetry, etc. • Explain the various material specifications, design themes, styles, layouts, etc. • Identify the different elements of interior designing like style, theme, services, etc., based • on client interactions. • Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite. • Interpret the site layout/drawings based on available design specifications.	FFS/N0210 PC1,PC2,KU11,KU12 FFS/N0211 KU11 FFS/N0212 PC8,PC9,PC10	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	UNIT 3.2: Interpreting Site Layout/Drawings	• Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite. • Interpret the site layout/drawings based on available design specifications.	FFS/N0210 PC3,PC4	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)
Module 4: Site survey/Recce for Interior Designing	UNIT 4.1: Site Surveys	• Discuss the SOP for conducting site survey and recce. • List different technical infrastructure like ply boxing, drywall, civil wall, etc. at the worksite affecting project designing. • List various design elements at worksite like tiles, furniture, light, paints, sanitary fittings, etc. affecting the project scope of work. • Analyse the recce planning for tools, materials, and equipment based on	FFS/N0210 PC5,PC6,PC7,PC8,PC9, KU14,KU17, KU18, KU21 FFS/N0214 PC1,PC2,PC3 FFS/N0215 PC1,PC2,PC3 FFS/N0216 PC1,PC2,PC3 FFS/N0217 PC1,PC2,PC3 FFS/N0218 PC1,PC2,PC3	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		required job work specifications. • Identify suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work. • Explain the process of interpreting MEP and construction details for project designing. • Explain the process of interpreting the scope of work details based on different design elements at the worksite.	FFS/N0219 PC1,PC2,PC3			Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	UNIT 4.2: Measurement and Marking Activities	• List all the pre-requisites involved in performing measurement and marking activities. • State the importance of workplace monitoring during measurement and marking activities. • Examine the worksite for the appropriate execution of measurement and marking activities. based on specified instructions.	FFS/N0210 PC10,PC11 PC12, PC13	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00)
	UNIT 4.3: Recee Report Preparation	• Describe various elements involved in a recce report and the process of interpreting them. • Explain the importance of time	FFS/N0210 KU23, KU24, KU25, KU26	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops,	8 Theory (02:00) Practical (06:00) 8 Theory (00:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		management during assigned job work. • State the importance of preparing and validating a measurement sheet. • Identify suitable techniques for adequate preparation and timely submission of the recce report. • Explain the process of recce report validation based on site layout and space plan.			and Internet with Wi-Fi (Min 2 Mbps Dedicated)	Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 5: Client Deliberations and Market Research	UNIT 5.1: Conduct Market Research and Trend Analysis	• Define the scope of work and its importance in project execution. • List various national and international market trends and technologies in interior designing. • State the role of market research during effective client deliberation and design finalization. • Explain how to conduct market research	FFS/N0211 PC1, PC2, KU9,KU10, KU12, FFS/N0210 KU22 FFS/N0214 PC5 FFS/N0215 PC5 FFS/N0216 PC5 FFS/N0217 PC5 FFS/N0218	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (02:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		based on initial client requirements for market trends and new technologies. • Explain the process of preparing tentative scope of work based on client requirements.	PC5 FFS/N0219 PC5			
	UNIT 5.2: Client Deliberation	• Identify the role of products and material catalogues in project client discussions. • Explain the process of preparing and managing products and material catalogues. • List various documentation formalities associated with client deliberation and meetings. • Identify suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc. • Explain how to prepare a sample Minutes of Meeting (MOM).	FFS/N0211 PC3, PC4,KU13, KU14,KU15 FFS/N0210 KU15,KU16 FFS/N0214 PC4 FFS/N0215 PC4 FFS/N0216 PC4 FFS/N0217 PC4 FFS/N0218 PC4 FFS/N0219 PC4	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (02:00) Practical (06:00) 4 Theory (00:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		• Employ suitable documentation methods for record-keeping of client discussions. • Explain the role of effective notes making techniques in maintaining client data. • Explain the process of managing client requirements using effective notes making techniques.				
Module 6: **Project Budgeting and Execution Planning**	UNIT 6.1: Project Planning and Timeline Management	• List various tools and software for project planning. • Explain various elements involved in calculating a project timeline. • Explain how to prepare of project timelines and work schedules using appropriate tools.	FFS/N0211 KU16 FFS/N0212 KU16 FFS/N0213 KU16 FFS/N0214 KU16 FFS/N0215 KU16 FFS/N0216 KU16 FFS/N0217 KU16 FFS/N0218 KU16 FFS/N0219 KU16	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	UNIT 6.2: Need Assessment and Estimation	• State the importance of need assessment in a project execution. • Explain various features of a project budget and how to calculate them. • Calculate the workforce and material requirements for project execution.	FFS/N0211 KU17,KU18,KU19 FFS/N0213 KU10 FFS/N0214 KU10 FFS/N0215 KU10 FFS/N0216 KU10 FFS/N0217 KU10 FFS/N0218 KU10 FFS/N0219 KU10	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	
	UNIT 6.3: Project Documentation and Approvals	• Describe the role of the Final Scope of Work (FSOW), Material Sheet, and Detailed Design Instructions in the project approval process. • Demonstrate the process of preparing requisite documents for project approval.	FFS/N0211 PC5,PC6,PC7,PC8,KU20,KU21	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (02:00) Practical (06:00) 6 Theory (00:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Module 7: Design Project Drafts, Mood Boards, and Models	UNIT 7.1: Mood Boards, 3D Renders, and Miniature Models Development	• List various Computer-Aided Design (CAD) software for project designing based on the area of application. • Explain the working and use of common CAD software like 3DS Max, SketchUp, Revit, etc. • List the common design drafting and sketching software available. • Explain the working and use of common drafting software like AutoCAD, Coral Draw, Photoshop, etc. • Describe various elements involved in mood board designing. • State the role and importance of mood board elements in project design and approval. • Explain the importance of miniature models in the project	FFS/N0211 PC9, PC10, PC11, PC12, PC13, PC14,KU8, KU22,KU23,KU24,KU25,KU26,KU27,KU28 FFS/N0210 KU8 FFS/N0211 FFS/N0212 KU8,KU16 FFS/N0214 PC6 FFS/N0215 PC6 FFS/N0216 PC6 FFS/N0217 PC6 FFS/N0218 PC6 FFS/N0219 PC6	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)
						8 Theory (00:00) Practical (08:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		designing process. • Demonstrate the process of developing 3D renders and models using appropriate Computer-Aided Design (CAD) software. • Prepare a mood board based on specified specifications. • Demonstrate the process of creating miniature models using given design specifications				
	UNIT 7.2: Project Presentation and Change Request	• Explain the importance of presenting project details in an effective way to clients. • Explain the requisites involved in managing a change request. • Examine the design drafting and sketching process based on specified specifications. • Prepare a client presentation based on project details for client deliberations. • Perform modification in the	FFS/N0211 KU29,KU30	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		proposed drawings/designs based on suggested changes.				
Module 8: Team and Task Management	UNIT 8.1 Task Delegation	• Explain the rules which guide in selecting the tasks for delegation to the appropriate person. • State the importance of delegating tasks. • Explain the process of delegating tasks and responsibilities effectively.	FFS/N0212 PC1,PC2,KU9	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00)
	UNIT 8.2: Management and Monitoring	• Explain the role of effective knowledge management in the workplace. • List all the common knowledge-sharing tools for effective communication with • team members on assigned tasks. • Define the term KPI and its role in performance management and monitoring. • List various performance management software for	FFS/N0212 PC3, KU10,KU11 FFS/N0210 KU3	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		effective work monitoring of team members.				
		•				
Module 9: **Prepare and Validate the Design Drafts and Drawings**	UNIT 9.1 Approved for Construction (AFC) Drawings	• Explain the roles of different construction elements like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. in interior designing. • Perform worksite inspection to interpret various construction elements affecting interior design. • Identify the process of preparing and maintaining the Approved for Construction (AFC) drawings. • Explain the role of MEP details in the Approved for Construction (AFC) drawings. • List all the required documentatio n to perform validation of design drafts. • Perform validation of design drafts	FFS/N0212 PC4,PC5,P C6,KU12,K U13,KU14, KU15 FFS/N0210 KU21	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		based on required design specifications. • Examine the approved drawings/designs for the incorporation of proposed changes, if any. • Explain the process of Corrective Action Preventive Action (CAPA) for approved drawings/concepts.				
	UNIT 9.2: SOP for Modification and Approvals	• Explain the SOP for modification and approvals of drawings/designs. • State the importance of maintaining revised drawings in providing a safe, practical, and efficient workplace.	FFS/N0212 PC6,PC7,KU21 FFS/N0214 PC8 FFS/N0215 PC8 FFS/N0216 PC8 FFS/N0217 PC8 FFS/N0218 PC8 FFS/N0219 PC8	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 10: Procurement Management and	UNIT 10.1 Procurement and Tender Documentation	• List all the documentation formalities required for material procurement.	FFS/N0213 PC1,PC2,PC3,PC4,PC5	Classroom lecture/ Power-Point Presentation/ Question & Answer and	Whiteboard and markers, Chart paper and sketch pens, LCD	8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Monitoring of on-Site Project Work		• Explain the role of necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc., in the material procurement process • Explain how to prepare various documentation formalities for the material procurement process. • Analyse the variables that are driving project cost for material optimization. • Employ suitable techniques to estimate the material requirements.	FFS/N0214 PC9,PC10 FFS/N0215 PC9,PC10 FFS/N0216 PC9,PC10 FFS/N0217 PC9,PC10 FFS/N0218 PC9,PC10 FFS/N0219 PC9,PC10	Group Discussion Hand-on Activity	Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)
	UNIT 10.2 Quality Check	• List all the key quality indicators for Quality Checking (QC) of procured materials. • Identify and inspect the procured materials for given quality indicators. • Discuss the role of intrinsic quality	FFS/N0210 KU2, KU6 FFS/N0211 KU2, KU6 FFS/N0212 KU2, KU6 FFS/N0213 KU2, KU6,KU15, KU16	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (02:00) Practical (06:00) 8 Theory (00:00) Practical (08:00) 2 Theory

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		checking for inefficiency in project execution. • Discuss the role of intrinsic quality checking for inefficiency in project execution. • Identify the on-site assembly and installation process based on various intrinsic quality parameters.				(00:00) Practical (08:00)
	UNIT 10.3 Project Installation and Handover	• Explain the documentation formalities associated with the project closure and handover. • Identify the steps involved in performing client walk-throughs. • Prepare project closure and handover report upon project completion. • Define the term Knowledge Sharing and its impact on an organization's communication. • Differentiate between internal and external communicatio	FFS/N0212 PC6,PC7,PC8,PC9,KU14,KU17,KU18 FFS/N0214 PC11 FFS/N0215 PC11 FFS/N0216 PC11 FFS/N0217 PC11 FFS/N0218 PC11 FFS/N0219 PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		n methods.				Theory (00:00) Practical (08:00)
Module 11: Health, Safety and Hygiene Protocols while Designing	Health and Safety Protocols	• Identify all the health and safety protocols associated with working at the worksite. • Appraise suitable health and hygiene protocols while working at the worksite. • Explain various health and safety hazards associated with the project execution during construction and subsequent maintenance. • Analyse and identify worksite site hazards during construction and subsequent maintenance. • Explain the importance of an effective health and safety plan during project execution. • Explain how to design and implement a health and safety plan for	FFS/N8207 :PC1, PC2,PC3,P C4 PC5,PC6,P C7 PC8 FFS/N0210 KU4,KU5 KU19,KU2 0 FFS/N0211 KU4,KU5 KU19,KU2 0 FFS/N0212 KU4,KU5 KU19,KU2 0 FFS/N0213 KU4,KU5 KU19,KU2 0 FFS/N0214 KU4,KU5 KU19,KU2 0 FFS/N0215 KU4,KU5 KU19,KU2 0 FFS/N0216 KU4,KU5 KU19,KU2 0 FFS/N0217 KU4,KU5	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		the worksite.	KU19,KU20 FFS/N0218 KU4,KU5 KU19,KU20 FFS/N0219 KU4,KU5 KU19,KU20			
	Hygiene, PPE and Worksite Practices	• Identify the poor organizational practices concerning hygiene, food handling, cleaning. • Explain the importance of using Personal Protective Equipment (PPE) based on the manufacturer's instructions and how to use it at the worksite. • Identify the health and safety measures associated with the project designs. • Examine the project design for proper implementation of health and safety measures. • Explain the significance of maintaining work ethics, dress code,	FFS/N8207 :PC1, PC2,PC3,PC4 PC5,PC6,PC7 PC8 FFS/N0210 KU4,KU5 KU19,KU20 FFS/N0211 KU4,KU5 KU19,KU20 FFS/N0212 KU4,KU5 KU19,KU20 FFS/N0213 KU4,KU5 KU19,KU20 FFS/N0214 KU4,KU5 KU19,KU20 FFS/N0215 KU4,KU5 KU19,KU20	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		and personal hygiene. • Explain the importance of workplace sanitization and demonstrate the correct way of sanitizing and washing hands.	FFS/N0216 KU4,KU5 KU19,KU20 FFS/N0217 KU4,KU5 KU19,KU20 FFS/N0218 KU4,KU5 KU19,KU20 FFS/N0219 KU4,KU5 KU19,KU20			
	Emergency Preparedness and Response	• Explain the operational guidelines for the usage of emergency tools and equipment. • Explain the steps involved in responding to an emergency (fire, short circuit, accidents, earthquake, etc.) process in line with organizational protocols. • Explain the first aid procedures in case of	FFS/N8207 :PC9, PC10,PC11 ,PC12, PC13,PC14 , KU15 KU16,KU17,KU18	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	4 Theory (00:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		emergency and demonstrate CPR. • Identify all the concerned control measures while working at the worksite. • Identify suitable methods to communicate necessary control measures to concerned team members.				
	Safety Signs	• Explain the types of hand signals and signage and their application. • Identity and interpret the given pictorial representations of safety signs and hand signals.	FFS/N8207 :KU15 KU16,KU17,KU18	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	4 Theory (00:00) Practical (04:00)
Module 12: Material Conservation and Resources Optimization	UNIT 12.1 Resource Optimization	• Explain the importance of efficient utilization and conservation of material. • Identify various techniques of effective utilization of resources.	FFS/N8207 :PC15 PC16,PC17 ,PC18,PC19, KU19,KU20	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops,	4 Theory (04:00) Practical (00:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
					and Internet with Wi-Fi (Min 2 Mbps Dedicated)	
	Unit 12.2 Sources of Energy and Consumption	• Explain the various elements involved in electricity and fuel consumption data for analysing the process. • Explain the difference between renewable and non-renewable sources of energy. • Explain the process of collecting and analysing the energy utilization data.	FFS/N8207 :PC15 PC16,PC17 ,PC18,PC1 9, KU19,KU2 0	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	6 Theory (02:00) Practical (04:00)
Module 13: Technicalities in a Residence and Kitchen Project	Unit 13.1 - Business Development and Client Requirement Analysis for Residence and Kitchen Project	• Analyse and prepare a business development plan based on specified marketing and development strategies for residence and kitchen project. • Explain the critical parameters for analysing first-hand info from clients for residence and kitchen project.	FFS/N0214 PC1,PC2,P C3,PC4,PC 5,Pc6 FFS/N0215 PC1,PC2,P C3,PC4,PC 5,Pc6	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		• Analyse and interpret client requirements in terms of layouts, blueprints, product types, etc. for residence and kitchen project. • Identify the scope of work for the project by analysing the client requirement and specifications. • Identify the process of preparing a project estimate and related documents in consultation with internal teams.				8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
						Practical (08:00) 2 Theory (00:00) Practical (02:00)
	Unit 13.2 - Project Execution, Estimation, and Task Demarcation for Residence and Kitchen Project	• Explain the guidelines for performing client visits, inspection, and reporting of assigned residence and kitchen project. • Identify and demark tasks and responsibilities based on technicalities of the assigned residence and kitchen project. • Identify design docket and specifications based on client requirements and project execution parameters for residence and kitchen project.	FFS/N0214 PC7,PC8,PC9,PC10,PC11 FFS/N0215 PC7,PC8,PC9,PC10,PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
						8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 14: Technicalities in a Commercial Project	Unit 14.1 - Business Development and Client Requirement Analysis for Commercial Project	• Analyse and prepare a business development plan based on specified marketing and development strategies for commercial project. • Identify client requirements in terms of layouts, blueprints, product types, etc. for commercial project. • Identify the scope of work for the project	FFS/N0216 PC1,PC2,PC3,PC4,PC5,Pc6	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		by analysing the client requirement and specifications.				8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00) 8 Theory (00:00) Practical (08:00)
	Unit 14.2 - Project Execution, Estimation and Task Demarcation for Commercial Project	• Identify the process of preparing a project estimate and related documents in consultation with internal teams. • Explain the guidelines for performing client visits, inspection, and reporting of assigned commercial project. • Identify and demark tasks and responsibilities based on technicalities of the assigned commercial	FFS/N0216 PC7,PC8,PC9,PC10,PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		project. • Identify design docket and specifications based on client requirements and project execution parameters for commercial project.				8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 15: Technicalities in Academic Institution Project	Unit 15.1 - Business Development and Client Requirement Analysis for Academic Institution Project	• Analyse and prepare a business development plan based on specified marketing and development strategies for academic institution project. • Identify client requirements in terms of layouts, blueprints, product types, etc. for academic institution project. • Identify the scope of work for the project by analysing the client requirement and specifications.	FFS/N0218 PC1,PC2,PC3,PC4,PC5,Pc6	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00) 8

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
						Theory (00:00) Practical (08:00)
	Unit 15.2 - Project Execution, Estimation and Task Demarcation for Academic Institution Project	• Explain the process of preparing a project estimate and related documents in consultation with internal teams. • Explain the guidelines for performing client visits, inspection, and reporting of assigned academic institution project. • Identify and demark tasks and responsibilities based on technicalities of the assigned academic institution project. • Identify design docket and specifications based on client requirements and project execution parameters for academic institution project.	FFS/N0218 PC7,PC8,PC9,PC10,PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 16:	Unit 16.1 - Business	• Analyse and prepare a	FFS/N0217	Classroom lecture/ Power-	Whiteboard and	8 Theory

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Conduct Client Deliberation and Defining Scope of Work for Hospitality Project	Development and Client Requirement Analysis for Hospitality Project	business development plan based on specified marketing and development strategies for hospitality project. • Identify client requirements in terms of layouts, blueprints, product types, etc. for hospitality project. • Identify the scope of work for the project by analysing the client requirement and specifications.	PC1,PC2,PC3,PC4,PC5,Pc6	Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	(04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00) 8 Theory (00:00) Practical (08:00)
	Unit 16.2 - Project Execution, Estimation and Task Demarcation for	• Explain the process of preparing a project estimate and related documents in consultation	FFS/N0217 PC7,PC8,PC9,PC10,PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and	Whiteboard and markers, Chart paper and sketch pens, LCD Projector	8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	Hospitality Project	with internal teams. • Explain the guidelines for performing client visits, inspection, and reporting of assigned hospitality project. • Identify and demark tasks and responsibilities based on technicalities of the assigned hospitality project. • Identify design docket and specifications based on client requirements and project execution parameters for hospitality project.		Group Discussion Hand-on Activity	and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
Module 17: Technicalities in a Retail Fit-out and Exhibition Project	Unit 17.1 - Business Development & Client Requirement Analysis for Retail Fit-out and Exhibition Project	• Analyse and prepare a business development plan based on specified marketing and development strategies for Retail Fit-out and Exhibition project. • Identify and interpret client requirements in terms of layouts, blueprints,	FFS/N0219 PC1,PC2,PC3,PC4,PC5,Pc6	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		product types, etc. for Retail Fit-out and Exhibition project. • Identify the scope of work for the project by analysing the client requirement and specifications.				Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (02:00) Practical (06:00) 8 Theory (00:00) Practical (08:00)
	Unit 17.2 - Project Execution, Estimation and Task Demarcation for Retail Fit-out and Exhibition Project	• Explain the process of preparing a project estimate and related documents in consultation with internal teams. • Explain the guidelines for performing client visits, inspection, and reporting of assigned Retail Fit-out and Exhibition project. • Identify and demark tasks and responsibilitie	FFS/N0219 PC7,PC8,PC9,PC10,PC11	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	Whiteboard and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		s based on technicalities of the assigned Retail Fit-out and Exhibition project. • Identify design docket and specifications based on client requirements and project execution parameters for Retail Fit-out and Exhibition project.				(00:00) Practical (08:00) 8 Theory (00:00) Practical (08:00) 2 Theory (00:00) Practical (02:00)
						Theory: 150:00 Practical: 270:00
						ES **Theory: 30:00 Practical: 30:00**
						Elective 1 **180:00**
						Elective 2 **180:00**
						Elective 3 **180:00**
						Elective 4 **180:00**
						Elective 5 **180:00**
						Elective 6 **180:00**

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria	
Job Role	Assistant Interior Designer
Qualification Pack	FFS/Q0203, V3.0
Sector Skill Council	Furniture and Fittings Skill Council (FFSC)

Sr. No.	**Guidelines for Assessment**
1.	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each Element/ PC.
2.	The assessment for the theory part will be based on a knowledge bank of questions created by the SSC.
3.	Assessment will be conducted for all compulsory NOS, and where applicable, on the select elective/option NOS/set of NOS.
4.	Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6.	To pass the Qualification Pack assessment, every trainee should score a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.
7.	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack **Minimum Aggregate Passing % at QP Level : 70** (**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.) **Minimum Passing % at NOS Level: 50** (**Please note**: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)
7	The assessment for the theory part will be based on a knowledge bank of questions created by the SSC.

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0210: Assist in client servicing and on-site supervision during survey/recce	*Assist in interpreting first-hand info from client*	**7**	**16**	**8**	**2**
	PC1. assist in identifying and assessing client requirements in terms of needs, style or theme, utilities, areas, services, etc.	2	4	2	1
	PC2. assist in determining different types of furniture and interior products based on client interactions	2	4	2	1
	PC3. assist in interpreting the site layouts/drawings and design references	2	4	2	-
	PC4. assist in maintaining and presenting the first-hand information in an appropriate format	1	4	2	-
	Conduct site survey for project designing	**8**	**20**	**9**	**2**
	PC5. supervise the planning of tools, materials, and equipment required for recce operation	2	4	2	1
	PC6. assist the supervisor and manage teams during the onsite recce/survey	1	4	1	-
	PC7. analyse the worksite for health and safety conditions based on space plan and highlight the differences, if any	2	4	2	-
	PC8. interpret the technicality of Mechanical, Electrical, and Plumbing (MEP) at the worksite	2	4	2	1
	PC9. interpret the scope of work at the worksite based on client requirements	1	4	2	-
	Supervise measurements and markings activities at the worksite	**5**	**16**	**6**	**1**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC10. ensure appropriate planning for the site measurement and marking processes	1	4	2	-
	PC11. monitor the measurement and marking activities at the worksite	1	4	1	1
	PC12. ensure timely preparation and submission of the recce report	1	4	1	-
	PC13. valid the recce report based on-site measurements and space plan	2	4	2	-
	NOS Total	**20**	**52**	**23**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0211: Assist in the development of interior concepts and designs	*Assist in design deliberation, research and recordkeeping*	**5**	**12**	**-**	**-**
	PC1. assist in defining the Tentative Scope of Work (TSOW) as per site recce and client requirement	2	4	-	-
	PC2. assist in evaluating design trends, styles, new products, materials, etc. as per client requirements	1	4	-	-
	PC3. maintain and use the product and material catalogues for the design development process	1	-	-	-
	PC4. prepare and maintain the required documents for the project like Project files, Minutes of Meeting (MOM), etc.	1	4	-	-
	Assist in project planning & budgeting as per Final Scope of Work	**4**	**14**	**8**	**2**
	PC5. assist in determining project timelines in terms of	1	3	2	1

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	designing and team availability				
	PC6. assess the team requirements for the project execution purposes	1	3	2	-
	PC7. participate in the project budgeting and timeline discussions with the supervisor	1	4	2	-
	PC8. assist in preparing documents like Final Scope of Work (FSOW), Material Sheet, Detailed Design Instructions for project planning in consultation with the supervisor	1	4	2	1
	Develop interior design drafts, mood boards, and models as per proposed Interior Design options	**6**	**34**	**12**	**3**
	PC9. develop 3D models and renders using appropriate Computer-Aided Design (CAD) software	1	8	4	1
	PC10. supervise the design draughting and sketching based on client specifications	1	4	-	-
	PC11. design mood boards as per client preference and brief	1	8	4	1
	PC12. create miniatures models of the products as required	1	4	-	-
	PC13. prepare project presentation for client discussion including proposed concepts, materials, finishes, etc. based on client's requirement	1	8	4	1
	PC14. propose the possible alternatives with the supervisor and incorporate the changes as per the	1	2	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	client/project team's feedback				
	NOS Total	**15**	**60**	**20**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0212: Assist in execution and monitoring of the interior design project	*Manage the teams under direct or indirect reporting*	**6**	**5**	**3**	**1**
	PC1. delegate tasks and responsibilities to the respective team members and coordinate	2	2	1	-
	PC2. instruct the team members on the project timeline and targets for the assigned tasks	2	2	2	1
	PC3. monitor the performance of the teams and improvise as required	2	1	-	-
	Prepare detailed design specifications as per approved designs	**8**	**30**	**8**	**2**
	PC4. analyse and interpret worksite layouts like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. for the design project	2	8	2	1
	PC5. prepare the Approved For Construction (AFC) drawings based on design integrations of MEP consultant drawings	2	8	2	1
	PC6. validate the drafts prepared by the drafting teams or external agencies	2	6	2	-
	PC7. ensure incorporation of changes in the drawings/designs and timely approvals	2	8	2	-
	Assist in the selection of materials and finishes	**6**	**20**	**9**	**2**

	PC8. assist in sorting and selection of all the required materials like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc. with the supervisor	2	8	4	1
	PC9. assist in the selection of furniture type, artifacts, fabrics, rugs, surface finish, etc. as per the client approved mood board/ colour palettes	2	8	4	1
	PC10. ensure client signoff on the approved details and preparation of all the requisite documents	2	4	1	-
	NOS Total	**20**	**55**	**20**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0213: Assist in the procurement process and on-site installation	*Assist in preparation of procurement details and procurement of approved material*	**14**	**25**	**8**	**2**
	PC1. optimize and estimate material requirements as per the assigned scope of work	3	3	1	-
	PC2. prepare the necessary documents for materials procurement like Bill Of Quantity (BOQ), Furniture Fittings & Equipment (FF&E), specification sheet, tender documents, etc.	3	6	2	1
	PC3. check and approve the product drawings and quotations received from various vendors	3	6	2	1
	PC4. assist in the inspection of procurement orders	3	6	2	-
	PC5. ensure exchange of relevant information with the internal teams and external agencies	2	4	1	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Assist in monitoring onsite coordination, installation, and client handover	**13**	**23**	**12**	**3**
	PC6. assist in conducting worksite visits with client and supervisor and incorporate suggested feedback	2	6	4	1
	PC7. monitor on-site assembly and installation process and perform regular intrinsic quality checks	4	8	4	1
	PC8. suggest corrective actions in case of deviations from the approved drawings/concepts or suggested improvisations	3	3	2	-
	PC9. assist in the preparation of the completion report and client handover as per instructions	4	6	2	1
	NOS Total	**27**	**48**	**20**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N8207: Supervise health and safety protocols for project designing at the workplace	*Manage health and safety protocols at the workplace*	**5**	**26**	**16**	**-**
	PC1. comply with health and personal hygiene related protocols	1	3	2	-
	PC2. coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	-	4	2	-
	PC3. analyse the existing health and safety plan or safety line	-	4	2	-
	PC4. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC5. use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.	1	3	2	-
	PC6. plan, manage and monitor the health and safety in the execution phase concerning designing	1	3	2	-
	PC7. wear clean clothes as per the dress code of the worksite	-	3	2	-
	PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	3	2	-
	Precautionary measures to deal with emergencies	**4**	**20**	**6**	-
	PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	-	4	1	-
	PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	-
	PC11. respond promptly and appropriately to an accident situation or medical emergency	-	3	1	-
	PC12. undertake first aid activities in case of an accident, if required and asked to do so	1	3	1	-
	PC13. communicate necessary control measures to concerned team members	1	3	1	-
	PC14. ensure that safety instructions applicable to the work place are being followed	1	3	1	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Ensure material conservation and optimization of resources	**3**	**15**	**5**	-
	PC15. plan out the process in project designing to ensure optimal material utilization	1	3	1	-
	PC16. collect information on the pattern of electricity and fuel consumption	-	3	1	-
	PC17. identify possibilities of using renewable energy and environment-friendly fuels in project designs	1	3	1	-
	PC18. plan the implementation of energy-efficient systems in a phased manner	-	3	1	-
	PC19. plan and utilize the reusable materials and wastage in the designing process	1	3	1	-
	NOS Total	**12**	**61**	**27**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
DGT/VSQ/N0102: Employability Skills (60 Hours)	*Introduction to Employability Skills*	**1**	**1**	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	**1**	**1**	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	honesty, integrity, caring and respecting others, etc.				
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	**2**	**4**	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	**2**	**3**	-	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	Career Development & Goal Setting	**1**	**2**	-	-
	PC10. understand the difference between job and career	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	Communication Skills	**2**	**2**	-	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. work collaboratively with others in a team	-	-	-	-
	Diversity & Inclusion	**1**	**2**	-	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	Financial and Legal Literacy	**2**	**3**	-	-
	PC16. select financial institutions, products and services as per requirement	-	-	-	-
	PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	Essential Digital Skills	**3**	**4**	-	-
	PC20. operate digital devices and carry out basic	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	internet operations securely and safely				
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	**2**	**3**	-	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	Customer Service	**1**	**2**	-	-
	PC26. identify different types of customers	-	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	**2**	**3**	-	-
	PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	NOS Total	**20**	**30**	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0214: Assist in preparation and execution of interior design concepts/plans for residence projects	*Assist in client servicing and onsite supervision during survey/recce of residence projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-
	PC2. Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for residence projects	**3**	**18**	**11**	-
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of residence projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of residence projects	**2**	**8**	**5**	-
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0215: Assist in preparation and execution of interior design	*Assist in client servicing and onsite supervision during survey/recce of Kitchen projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
concepts/plans for kitchen projects	**PC2.** Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for Kitchen projects	**3**	**18**	**11**	-
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of Kitchen projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of Kitchen projects	**2**	**8**	**5**	-
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0216: Assist in preparation and execution of interior design concepts/plans for commercial projects	*Assist in client servicing and onsite supervision during survey/recce of commercial projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-
	PC2. Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for commercial projects	**3**	**18**	**11**	-
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of commercial projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of commercial projects	**2**	**8**	**5**	-
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0217: Assist in preparation and execution of interior design concepts/plans for hospitality projects	*Assist in client servicing and onsite supervision during survey/recce of Hospitality projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-
	PC2. Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for Hospitality projects	**3**	**18**	**11**	-
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of Hospitality projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of Hospitality projects	**2**	**8**	**5**	-
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0218: Assist in preparation and execution of interior design concepts/plans for academic institutions projects	*Assist in client servicing and onsite supervision during survey/recce of Academic Institutions projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-
	PC2. Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for Academic Institutions projects	**3**	**18**	**11**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of Academic Institutions projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of Academic Institutions projects	**2**	**8**	**5**	-
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0219: Assist in preparation and execution of interior design concepts/plans for retail fitout and exhibition projects	*Assist in client servicing and onsite supervision during survey/recce of Retail Fitout and Exhibition projects*	**2**	**12**	**12**	-
	PC1. Assist in interpreting first-hand information from the client	1	4	4	-
	PC2. Conduct site survey for project designing purposes	-	4	4	-
	PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
	Assist in the development of interior concepts and designs for Retail Fit out and Exhibition projects	**3**	**18**	**11**	-
	PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
	PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
	PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
	Assist in execution and monitoring of Retail Fit out and Exhibition projects	**3**	**12**	**12**	-
	PC7. Manage the teams under direct or indirect reporting	1	4	2	-
	PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
	PC9. Assist in the selection of materials and finishes	1	4	5	-
	Assist in the procurement process and on-site installation of Retail Fit out and Exhibition projects	**2**	**8**	**5**	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
	PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-
	NOS Total	**10**	**50**	**40**	**-**

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 1: Introduction to the Role of Assistant Project Manager (Interior Design)	Unit 1.1 - Interior Design Industry and Organizational Structure	Introduction to FFSSC		https://www.youtube.com/watch?v=QDdZ3P9IYf4	
Module 2: Introduction to Various Types of Interior Projects, Products, Materials, and Accessories Chain	UNIT 2.1: Interior Design Basics and Process Flow	Elements of Interior Design		https://www.youtube.com/watch?v=OuOzTQZMD9s	
	UNIT 2.2: Furniture Trends and Interior Projects	Interior Design Trends		https://www.youtube.com/watch?v=4rFxk8W9yUg	
		Integrating Modern Luxury Furniture with Natural Elements, Wood, and Stone		https://www.youtube.com/watch?v=2qssN68fNXI	
Module 3: Interpret and Analyse the Client Requirement	UNIT 3.1: Themes, Styles, Layouts Associated with Interior Design Projects	Interior Design Style		https://www.youtube.com/watch?v=LfxxGgePA6w	
Module 4: Site survey/Recce for Interior Designing	Unit 4.1 Site Surveys	INTERIOR DESIGN - SITE ANALYSIS		https://www.youtube.com/watch?v=YX-3O82xEQ0	
	Unit 4.2 Measurement and Marking Activities	HOW TO TAKE SITE MEASUREMENT		https://www.youtube.com/watch?v=xHY2fVTvITI	
Module 5: Client Deliberations	Unit 5.1: Conduct Market Research and Trend Analysis	AI for Interior Design		https://www.youtube.com/watch?v=FmM0Xj-urvc	

Module No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
and Market Research					
Module 6: Project Budgeting and Execution Planning	UNIT 6.1: Project Planning and Timeline Management	Time Management		https://www.youtube.com/watch?v=1jAVFCH0Siw	
Module 7: Design Project Drafts, Mood Boards, and Models	UNIT 7.1: Mood Boards, 3D Renders, and Miniature Models Development	SKETCHUP TUTORIAL FOR BEGINNERS		https://www.youtube.com/watch?v=GOZkvQwtjZ4	
		Create a Mood Board Step by Step Easy Tutorial Using Canva		https://www.youtube.com/watch?v=EJRwAxdQyLM	
Module 8: Team and Task Management	UNIT 8.2: Management and Monitoring	Boost Team Productivity		https://www.youtube.com/watch?v=l7Xqv6nzd6U	
		Performance Management		https://www.youtube.com/watch?v=WYMr8NZdG54	
Module 9: Prepare and Validate the Design Drafts and Drawings	UNIT 9.1 Approval for Construction (AFC) Drawings	GFC, IFC, As Built, Concept, AFC, Design Drawings I Types of Drawings in Construction		https://www.youtube.com/watch?v=vHEq3bQNIj4	
Module 10: Procurement Management and Monitoring of on-Site Project Work	UNIT 10.1 Procurement and Tender Documentation	Project Procurement Basics		https://www.youtube.com/watch?v=AxOeDE8cP8k	
	UNIT 10.3 Project Installation and Handover	Handover pack for your interior designers		https://www.youtube.com/watch?v=mQUUs7MLDK8&t=5s	

Module No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 11: Health, Safety and Hygiene Protocols while Designing	UNIT 11.3: Emergency Preparedness and Response	**Cardiopulmonary Resuscitation (CPR)**		https://www.youtube.com/watch?v=hTS6gtaTHcI	
		How to Use a Fire Extinguisher		https://www.youtube.com/watch?v=w4jHpHoYZhk	
	UNIT 11.4: Safety Signs	**Essential Safety Signs**		https://www.youtube.com/watch?v=SqZ5np_ICr0	
Module 12: Material Conservation and Resources Optimization	UNIT 12.2: Sources of Energy and Consumption	**Materials and Resources**		https://www.youtube.com/watch?v=YaZ9tKBCJx8	
Module 13: Technicalities in a Residence and Kitchen Project	Unit 13.1 - Business Development and Client Requirement Analysis for Residence and Kitchen Project	**Kitchen Design: Layout, Materials & Dimensions | Lighting, Countertops & Appliances | Colour Combo**		https://www.youtube.com/watch?v=yLpNZEwMlWs	
Module 14: Technicalities in a Commercial and Hospital Project	Unit 14.1 - Business Development and Client Requirement Analysis for Academic Institution Project	**Hospital Interior Design**		https://www.youtube.com/watch?v=nfN1p0GzQ5g	

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