Facilitator Guide

FFSC
FURNITURE & FITTINGS SKILL COUNCIL
कुशल • सक्षम • आत्मनिर्भर

Sector
Interiors, Furniture and Fixtures

Sub-Sector
Interior Design and Installation

Interior Designer

Occupation
Interior Designing

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NSQF level: **5**

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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

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 "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, electives and additional topics.

1. FFS/N0220: Assist in client servicing and defining scope of work for different projects
2. FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects
3. FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects
4. FFS/N0223: Assist in finalizing of Project design dockets, selection of material and execution of various projects
5. FFS/N0224: Assist in procurement management and site installation of multiple projects
6. DGT/VSQ/N0102: Employability Skills (60 Hours)
7. FFS/N8207: Supervise health and safety protocols for project designing at the workplace
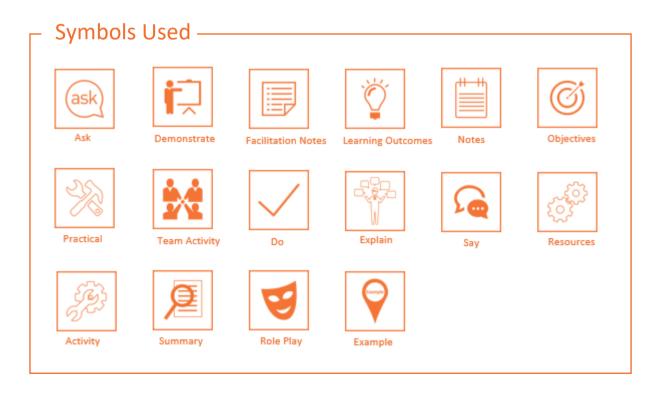
Symbols Used

Ask	Demonstrate	Facilitation Notes	Learning Outcomes	Notes	Objectives
Practical	Team Activity	Do	Explain	Say	Resources
Activity	Summary	Role Play	Example		

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1. Introduction to the Role of Interior Designer

Unit 1.1 - Interior Design Industry and Organizational Structure

Unit 1.2 - Roles & Responsibilities as Interior Designer

Unit 1.3 – Career Progression

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 Interior Designer.
5. Define the role, responsibilities, and key result areas of for an Interior Designer.
6. List the various operations/activities that take place at the worksite and Interior designer role in the same.
7. Outline the career progression path for an Interior Designer.
8. List the regulatory authorities, laws, and regulations related to an individual while working.
9. Identify 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

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.

Ask (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?

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 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 Interior Designer.
2. Define the role, responsibilities, and key result areas of for an Interior Designer.
3. List the various operations/activities that take place at the worksite and Interior designer role in the same.
4. List the regulatory authorities, laws, and regulations related to an individual while working.
5. Identify 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

Say 💬

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 (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 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.

Activity/Demonstration (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
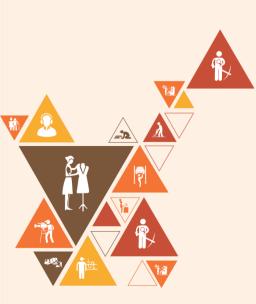
2. Introduction to Various Types of Interior Projects, Products, Materials, and Accessories

Unit 2.1: Interior Design Basics and Process Flow

Unit 2.2: Furniture Trends and Interior Projects

Bridge Module

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.
13. Define the role of effective communication skills required for Interior Designer.

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.
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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 color 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.
3. 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 analyze 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.

3. Identify and Assess the Project Details

Unit 3.1: Deliberation with Clients

Unit 3.2: Recee/Site Surveys and Scope of Work

FFS/N0220

Key Learning Outcomes

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

1. Explain the key design parameters involved in deliberation with clients.
2. List a set of questions for analysing client info during project deliberations.
3. List the factors contributing to determining the scope of work and project feasibility.
4. Describe the process of identifying feasibility for conducting recce/site survey.
5. Analyse the client profile to determine project execution feasibility.
6. Identify the process of evaluating and identifying client info for project execution feasibility.
7. Examine the worksite layout to determine the scope of work.
8. Interpret the scope of work from recce/site survey based on the client's requirement.

UNIT 3.1: Deliberation with Clients

Unit Objectives

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

1. Explain the key design parameters involved in deliberation with clients.
2. List a set of questions for analysing client info during project deliberations.
3. Analyse the client profile to determine project execution feasibility.
4. Identify the process of evaluating and identifying client info for project execution feasibility.

Resources to be Used

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

Say

Effective client deliberation is at the heart of a successful interior design project. These conversations help uncover client expectations, functional needs, aesthetic preferences, and practical constraints. As an Interior Designer, your ability to ask the right questions and interpret client inputs will determine how well your design solutions align with their vision and the project's feasibility.

Ask

- Why is it important to conduct structured deliberation with clients?
- What are the key parameters you must discuss during your first meeting with a client?
- How do client preferences impact space planning and material selection?
- What would you do if a client's budget does not match their design expectations?
- Why is documenting client inputs critical before starting execution?

Explain

Deliberation with clients involves in-depth discussions to identify functional goals, design expectations, budget limitations, and timelines. The key design parameters include:

- Functionality – Understanding how spaces will be used
- Visual Preferences – Style, theme, color, and texture preferences
- Budget – Estimating material and labor affordability
- Space Layout – Adapting design ideas to actual site conditions
- Timeline – Aligning procurement and installation to deadlines
- Material/Brand Choices – Considering client-specified products
- Lighting/Ventilation – Ensuring comfort and ambiance
- Technology Integration – Incorporating smart systems where needed

Further, to evaluate the feasibility of project execution, a structured process is followed:

1. Client Requirement Gathering
2. Functional and Visual Need Assessment
3. Budget and Timeline Review
4. Site and Layout Considerations
5. Resource and Vendor Availability
6. Risk Identification
7. Client Alignment and Confirmation
8. Documentation and Approval

This process helps ensure that the designer and the client are aligned on expectations, risks are anticipated, and the project can be realistically delivered.

Debrief

A great design starts with great understanding. When you deliberate effectively with clients, you lay the foundation for successful planning and execution. By identifying client expectations and constraints early, you reduce the chances of conflict, delays, and costly revisions. Always remember that clear communication, thorough analysis, and proper documentation are the cornerstones of professional practice.

Notes for Facilitation

- Share real project examples where client deliberation led to major design changes.
- Encourage participants to maintain a question bank for client meetings.
- Highlight the importance of soft skills like empathy, patience, and active listening.
- Provide feasibility analysis templates and documentation checklists for practice.
- Reinforce how smart documentation avoids confusion during execution.

UNIT 3.2: Recee/Site Surveys and Scope of Work

Unit Objectives

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

1. Describe the process of identifying feasibility for conducting recce/site survey.
2. List the factors contributing to determining the scope of work and project feasibility.
3. Examine the worksite layout to determine the scope of work.
4. Interpret the scope of work from recce/site survey based on the client's requirement.

Say

Before any design project begins, it is important to understand the physical realities of the site. This is where a site recce or survey plays a crucial role. For an interior designer, conducting a is a strategic step to assess feasibility, identify challenges, and lay the foundation for an effective scope of work. In this unit, we will explore how to conduct a recce, why regular site surveys are important, and how to determine the scope of work based on site and client inputs.

Ask

- What is a site recce, and why is it conducted?
- How can a site survey impact project feasibility?
- What risks can be identified during a recce?
- What are some site conditions that may require design modification?
- How does a checklist help in determining the scope of work?

Explain

A site recce (reconnaissance) is a preliminary site visit conducted to assess the physical conditions and constraints before project initiation. This helps ensure that design plans are practical, legally compliant, and technically feasible.

Importance of Regular Site Surveys:

- Progress Monitoring: Helps track ongoing work and timelines.
- Compliance with Design: Ensures site execution aligns with approved plans.
- Early Error Detection: Detects misalignment, material mismatches, or quality issues.
- Team Coordination: Facilitates synchronized work across trades.
- Site Safety: Evaluates safety standards for workers.
- Client Communication: Supports transparent updates and builds trust.

Process of Identifying Feasibility for Site Recce:

- Begin with reviewing the client brief and existing site data.
- Assess whether a physical visit is necessary (e.g., new construction, unclear structure).
- Ensure site access, client/vendor presence, and safety preparedness.
- Plan visit based on data needed for design and execution inputs.

Key Factors for Determining Scope of Work and Feasibility:

1. Understanding Ground Realities: Check actual dimensions, conditions, services, and constraints.
2. Aligning Design with Site: Ensure design plans match the site layout, lighting, and circulation.
3. Identifying Risks: Spot dampness, access issues, or electrical load challenges.
4. Accurate Estimation: Gather data for BOQs, vendor planning, and reducing wastage.
5. Efficient Execution: Use survey data to plan schedule, sequencing, and vendor roles.
6. Client Confidence: Documented findings enhance transparency and help in quicker approvals.

Worksite Parameters for Scope of Work:

A structured checklist can guide the recce process. It includes:

- Site access, layout accuracy, existing civil and MEP conditions
- Safety compliance, structural constraints, IT/AV needs, acoustic requirements
- Material storage, custom client requirements, and delivery timelines

Using such parameters ensures all project aspects are anticipated, and the scope is defined with clarity, leading to better execution and client satisfaction.

A checklist ensures all site parameters are evaluated systematically, helping identify requirements, constraints, and tasks needed for accurate scope definition.

Debrief

A well-executed recce and survey help translate a client's vision into a design that is both functional and feasible. As an interior designer, your skill in understanding and documenting site conditions ensures that the design is practical and executable at the worksite. An accurate scope of work derived from the site ensures realistic timelines, cost control, and smooth project flow.

Notes for Facilitation

- Show images of real site survey checklists, marked-up floor plans, or site visit photos.
- Reinforce that designers must bridge creativity and construction practicality.
- Highlight how skipping a detailed recce can lead to cost overruns and redesigns.
- Provide printed or digital copies of sample checklists for learners to familiarize with.
- Encourage the use of mobile apps or tools for on-site documentation and reporting.

Sample Solution for Hands-on Exercise: Client Requirement Analysis for Corporate Office Interior Project

Category	Identified Client Requirement	Suggested Design/Execution Strategy
Design	Modern yet professional look	Use clean lines, neutral tones, glass partitions, and structured layouts to balance modernity and formality
Material	Durable and easy-to-maintain materials	Opt for commercial-grade laminates, vitrified tiles, and anti-scratch surfaces for desks and partitions
Style	Strong first impression in reception and meeting areas	Incorporate feature walls, sleek lighting, premium reception desk, and branded design elements
Furniture	Ergonomic furniture, especially premium chairs for cabins	Use adjustable chairs with lumbar support and workstations with cable management systems
Utilities	Server room, pantry, restrooms, private cabins, open workstations, informal space	Allocate zones on layout; ensure network points, ventilation, plumbing, and access as per usage
Service Quality Standards	Timely delivery, weekly updates, premium finishes	Create a detailed project timeline, assign quality control checks, and submit weekly photo/video reports

Solution to Exercise

A. Multiple Choice Questions

1. What is the purpose of deliberation with clients in interior design projects?
   B. To ensure alignment between design and client expectations

2. Which of the following is a key design parameter discussed with the client?
   C. Visual preferences and aesthetics

3. Why is it important to analyze the client profile before starting an interior design project?
   C. To determine feasibility and potential risks

4. What is the main reason for conducting a site recce?
   C. To assess ground realities and site conditions

5. What is the final output after comparing client inputs and recce observations?
   C. Scope of Work

Sample Solution for Hands-on Activity: Interpreting Scope of Work from Site Recce

Mock Client Brief Summary:
- Wants a minimalist open office layout with 10 workstations, 1 cabin, and a meeting room
- Prefers white and grey tones with natural wood finish
- Emphasis on natural light, acoustic ceiling, and ambient lighting
- Budget is moderate
- Requires high-speed LAN connectivity and a small pantry

Mock Site Recce Key Observations:
- Irregular wall shape on east side
- Only 4 usable electrical points
- Existing flooring is uneven with damp patches
- No LAN cabling or pantry plumbing in place
- Good natural light, but only one ventilation window

Scope of Work Table

Category	Tasks Based on Recce Analysis
Civil Work	Level floor and treat damp patches- Remove partition on east side to align layout- Build pantry wall with plumbing lines
Electrical & Lighting	Add 6 new electrical points- Plan for LED ambient lighting and under-cabinet lights in pantry- Install new MCB panel for extra load
Furniture & Fixtures	Use modular workstation setup with acoustic panels- Custom L-shaped cabin desk to suit irregular wall- Install ceiling-mounted projector in meeting room
Finishes	Vinyl flooring (budget-friendly and durable)- White walls with grey acoustic ceiling panels- Wood-finish laminates on key surfaces for warmth
Special Features	Provide LAN cabling and Wi-Fi access points- Use blinds to control sunlight glare- Add branding element at entrance (backlit logo)

Guidelines for Students

1. **Interpreting Brief vs Reality:**
   o Do not assume all client expectations can be executed as-is.
   o Use the site recce report to ground your design recommendations.
2. **Identifying Gaps:**
   o Be specific when noting mismatches (e.g., "no plumbing for pantry" not just "issues with pantry").
3. **Suggesting Alternatives:**
   o Recommend practical solutions (e.g., "use wireless routers if LAN cabling not possible").
4. **Scope Table Creation:**
   o Keep it simple and categorized.
   o Avoid jargon—use clear, actionable items.
5. **Presentation Tips:**
   o Explain "why" each scope item is needed (relate back to site recce or client brief).
   o Include visuals if possible (mock layout, before-after sketch, photos).
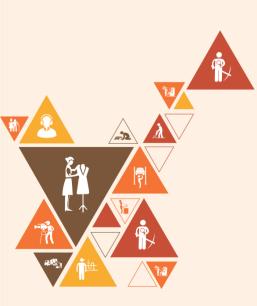
4. Defining Tentative Scope of Work and Planning for Team and Task Delegation

Unit 4.1: Effective Team Delegation

Unit 4.2: Site/Recce Survey and Reports

Key Learning Outcomes

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

1. Explain the importance of effective team delegation based on the specific skill set of team members.
2. Explain how to perform team delegation for conducting site recce based on project scope.
3. Explain the rules which guide in selecting the tasks for delegation to the appropriate person.
4. State the importance of delegating tasks for effective execution of the project in adherence to work timelines and schedules.
5. Explain the process of delegating tasks and responsibilities effectively.
6. Explain the SOP involved in conducting site survey/recce and the role of client POCs and external agencies in the process.
7. Identify the documentation formalities associated with the site survey/recce activity.
8. Identify the different factoring contributing to the development of the effective and accurate recce report.
9. Perform site survey/recce based on the specified scope of work details.
10. Examine the recce report based on details collected during site survey/recce.

UNIT 4.1: Effective Team Delegation

Unit Objectives

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

1. Explain the importance of effective team delegation based on the specific skill set of team members.
2. Explain how to perform team delegation for conducting site recce based on project scope.
3. Explain the rules which guide in selecting the tasks for delegation to the appropriate person.
4. State the importance of delegating tasks for effective execution of the project in adherence to work timelines and schedules.
5. Explain the process of delegating tasks and responsibilities effectively.

Say

Interior design projects involve multiple phases; planning, design, procurement, and site execution. For successful and timely completion, effective team delegation is essential. Delegating tasks based on team members' skills, experience, and availability not only enhances productivity but also ensures the right people are responsible for the right work. This session will help you understand how to delegate tasks smartly to maintain quality, timelines, and team accountability.

Ask

- Why is task delegation important in interior design projects?
- What factors should be considered while assigning a task to a team member?
- How can breaking down tasks into smaller components improve project outcomes?
- How does delegation help maintain timelines and avoid project delays?

Explain

Importance of Effective Delegation

A well-organized team structure ensures that design, procurement, and site-related responsibilities are managed efficiently. Delegation reduces overload, enhances quality, and allows timely project execution. It encourages collaboration, trust, and accountability within the team.

Key Factors Affecting Delegation:

- Skill Set & Expertise – Assign tasks based on technical or creative capabilities
- Experience & Seniority – Match complex tasks with experienced members
- Availability – Consider workloads and availability of team members
- Task Complexity – Break complex tasks into manageable parts
- Communication Skills – Assign client-facing or vendor-coordination tasks to good communicators
- Legal Requirements – Delegate certain responsibilities only to certified professionals
- Remote Constraints – Assign site-specific tasks to locally available staff

Steps in Task Delegation:

1. Identify the task and its expected outcomes
2. Match the task with the skill set of team members
3. Define clear roles and expectations
4. Provide required resources or information
5. Track progress and support if needed
6. Review outcomes and give feedback

Steps for Taking Input from Stakeholders:

- Define what input is needed
- Identify who the internal and external contributors are
- Share context, documents, and expectations
- Record and acknowledge feedback
- Integrate feedback into task execution plans

Breaking Down Tasks Based on Skill Sets

For example, if designing a commercial office lobby:

- One person can manage layout planning
- Another handles furniture selection and vendor coordination
- A third person manages electrical and lighting installations

Benefits of Delegating Tasks Efficiently:

- Reduces individual workload
- Brings specialized expertise into each task
- Improves team coordination and execution speed
- Encourages ownership and accountability
- Prevents errors and enhances output quality

Delegation and Timelines

Effective delegation keeps the project on schedule by allowing parallel task execution, smooth workflow planning, and improved time management.

Debrief

Task delegation is a structured process to ensure project success. By matching the right task with the right talent, you can streamline execution, maintain high-quality output, and meet deadlines consistently. For interior designers managing dynamic projects, mastering delegation is a key leadership skill that ensures efficient teamwork and client satisfaction.

Notes for Facilitation

- Use examples from interior projects (residential, office, retail) to illustrate task delegation
- Display a team structure chart with roles and responsibilities
- Share a delegation checklist for students to use in real or mock projects
- Emphasize how poor delegation can lead to rework, delays, or client dissatisfaction

UNIT 4.2: Site/Recce Survey and Reports

Unit Objectives

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

1. Explain the SOP involved in conducting site survey/recce and the role of client POCs and external agencies in the process.
2. Identify the documentation formalities associated with the site survey/recce activity.
3. Identify the different factoring contributing to the development of the effective and accurate recce report.
4. Perform site survey/recce based on the specified scope of work details.
5. Examine the recce report based on details collected during site survey/recce.

Say

Before executing any interior design project, understanding the site conditions is critical. A well-planned site recce (survey) helps assess feasibility, identify constraints, and collect accurate data for design and execution. This unit introduces the Standard Operating Procedure (SOP) for conducting recce, and walks through essential documents and formats required to compile an effective recce report.

Ask

- What is the primary objective of a site recce in interior design?
- Why is it important to involve the client POC during a recce?
- What types of documents are necessary to complete a recce report?
- How do observation notes and photographic records support design decisions?

Explain

1. Site Survey/Recce Checklist

The Site Survey or Recce Checklist is a structured and pre-prepared format used during the site visit to ensure that all critical parameters are reviewed. It captures site accessibility, presence of ongoing construction, availability of basic services like power and water, and checks related to layout, lighting, ventilation, and service points. By systematically recording these observations, the checklist ensures that no essential element is missed, and that all necessary data is collected in an organized manner. This consistency helps in aligning site conditions with client expectations and supports the design team in creating a feasible plan.

2. Measurement Sheet

The Measurement Sheet provides a detailed and formal record of all physical dimensions taken during the site visit. It typically includes room lengths, breadths, and heights, along with dimensions for doors, windows, floor areas, and ceiling features. This data is vital for accurate layout planning, selection and positioning of furniture, service zoning, and coordination with MEP (Mechanical, Electrical, Plumbing) teams. Proper documentation of measurements minimizes design errors and ensures that all elements fit within the actual site conditions.

3. Photographic Records

Photographic records visually document the condition and structure of the site at the time of recce. These photos include images of entrances, rooms, service points, ceilings, floors, and any problematic areas such as cracks, dampness, or obstructions. Each image is accompanied by a brief description or measurement to contextualize it. These records serve as visual evidence that supplements written notes and are especially helpful for teams who are not present on-site, such as remote designers or consultants. They also support decision-making during planning and execution.

4. Observation Notes

Observation Notes are informal, real-time remarks made by the site surveyor during the recce. These include on-the-spot findings such as visible structural defects, obstructions, insufficient lighting, or layout irregularities. They may also capture client inputs, personal recommendations, and deviations from previously shared plans. Since some issues cannot be photographed or measured precisely, these notes provide essential qualitative insights. They are often used to identify project risks and constraints early, guiding necessary design adjustments or technical clarifications.

5. Site Recce Report Template

The Site Recce Report compiles all findings from the recce into a single, comprehensive document. It includes project details, purpose of the survey, client requirements, site observations, technical constraints, and recommendations. This report acts as the foundation for finalizing the design layout, estimating the scope of work, preparing budgets, and guiding site execution. It ensures that internal teams, vendors, and the client are all aligned in their understanding of the site conditions and the project plan.

6. Client/POC Acknowledgment Format

The Client or POC (Point of Contact) Acknowledgment is a formal sign-off that confirms the recce was conducted and the observations recorded are accepted. This may be in the form of a signature on the recce report or a written/email confirmation. This acknowledgment builds trust and ensures transparency between the design team and the client. It also serves as a record in case of disputes or changes later, helping to avoid miscommunication and maintain accountability for both parties.

7. Revised Floor Plan (if required)

A Revised Floor Plan is prepared when actual site conditions differ significantly from the initial layout provided by the client. This might include the presence of unaccounted columns, walls, low slab heights, or changes in service points. Creating an updated floor plan ensures that the design is technically feasible and accurately reflects the physical environment. It allows the team to resolve layout challenges early and prevents costly changes during procurement or execution.

8. Approval Logs / NOC Format

Approval Logs and No Objection Certificates (NOCs) are essential when interior work is to be executed in regulated or shared properties such as housing societies, commercial complexes, or heritage zones. These documents confirm that the necessary permissions have been obtained from authorities or building management. They detail permissible work timings, compliance rules, and responsibilities. These approvals are critical to avoid legal or administrative interruptions during project execution and to ensure that all work complies with local guidelines and community policies.

Debrief

A recce is the backbone of successful project planning. The data and insights gathered from the recce inform every next step: from layout design to BOQ generation to vendor coordination. Using proper formats like checklists, measurement sheets, and reports ensures accuracy, transparency, and professionalism in project execution.

Notes for Facilitation

- Display actual samples of filled-in checklists, observation notes, and photos.
- Emphasize matching recce findings with client expectations.
- Reinforce the importance of signed acknowledgments to ensure alignment.
- Discuss real-world examples where lack of documentation led to project delays or rework.
- Encourage students to prepare mock recce reports using standard templates.

Solution to Exercise

A. Multiple Choice Questions

1. What is the primary purpose of a site recce?
   c. To assess physical site conditions and constraints

2. Why is a regular site survey important during execution?
   c. To detect errors and ensure quality work

3. What is the primary reason for delegating tasks based on individual skill sets?
   c. To improve task efficiency and project execution

4. What is the purpose of preparing a recce/site survey report?
   c. To assess the site and avoid miscommunication or delays

5. Which document serves as a client's confirmation that the site survey was conducted?
   c. Client or POC acknowledgment

Guidelines for Field Visit – Worksite Evaluation and Coordination

Pre-Visit Preparation

Before heading to the site:
- **Understand the Client Brief:** Study client requirements, existing layouts, or plans.
- **Gather Tools and Materials:**
  o Measuring tools: tape measure or laser distance measurer
  o Survey checklist, notepad, and pens
  o Safety gear: helmet, safety shoes (if needed)
  o Camera or smartphone for photo documentation
- **Review Safety Protocols:** Ensure your safety and the safety of others.

Part 1: Field Visit Execution (On-Site)

Task 1: Examine the Worksite to Determine Scope of Work

Steps:
- Walk through the site and visually inspect the layout.
- Observe structural conditions, MEP (mechanical, electrical, plumbing), and access points.
- Match client requirements to real-world feasibility.

Tips:
- Use annotated sketches to show mismatches or opportunities.
- Take clear photographs of critical zones (e.g., damp walls, ceiling heights).

Deliverables:

- Preliminary notes outlining key observations.
- A checklist or sketch mapping client requirements vs site feasibility.

Task 2: Organize and Monitor the Site Survey

Steps:

- Introduce all parties: client POC, design team, contractors.
- Assign responsibilities:
  - o Designers: focus on layout and aesthetic zones.
  - o Contractors: assess electricals, plumbing, civil details.
  - o POC: provide access and help with permissions.

Tips:

- Use a briefing sheet to record who is responsible for what.
- Document if all stakeholders were present and engaged.

Deliverables:

- Daily log of the survey activity.
- Team attendance record and summary of verbal discussions with the client.

Task 3: Monitor the Recce Activity for Effective Execution

Steps:

- Check whether the team is collecting all required data (photos, measurements, notes).
- Verify that safety procedures are followed.
- Note any discrepancies or unplanned issues on-site.

Indicators to Monitor:

- Accuracy of measurements
- Coverage of all areas (each room, service zones)
- Engagement and clarification with the client/POC

Deliverables:

- Recce Monitoring Checklist
- Photographs showing recce in progress
- Written notes on major discoveries or concerns

Part 2: Post-Visit Analysis (Off-Site)

Task 4: Examine the Recce Report Based on Survey Data

Steps:
- Review the submitted recce report thoroughly.
- Cross-check:
  - o Dimensions and room layout vs. original client brief
  - o MEP points and structural elements
  - o Any risks, constraints, or required approvals
- Check for suggestions on finishes, layout updates, or vendor dependencies.

Tips:
- Use highlighters or digital markup tools to flag mismatches.
- Prepare a short report with suggestions or clarifications needed before design finalization.

Deliverables:
- Annotated review copy of the Recce Report
- List of identified mismatches or data gaps
- Recommendations for design changes or follow-up actions

Best Practices
- Stay alert and professional during the visit.
- Communicate clearly with team members and the client.
- Always document findings with time-stamped photos.
- Use structured formats (checklists, log sheets) for consistency.
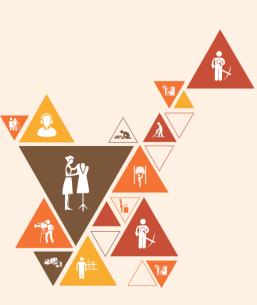
5. Project Planning Estimation, Supervision and Monitoring of on-Site Work

Unit 5.1: Project Scope Definition and Assessment

Unit 5.2: Advanced Project Estimation and Budgeting Techniques

Unit 5.3: Supervision and Monitoring of Project Execution

FFS/N0220
FFS/N0221

Key Learning Outcomes

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

1. Discuss the usage, elements, and importance of project plans, block estimates, and quotations in preparing the scope of work.
2. Explain how to prepare the block estimate and quotation based on client and interior designing requirements.
3. Explain the various factors involved in preparing a project plan and contributing to its development process.
4. Explain how to prepare a project plan based on the given project timeline, schedules, and team availability.
5. Identify all the elements involved in designing work timelines and schedules.
6. Explain the process of preparing work timelines and schedules based on the effective demarcation of materials and resources.
7. Identify the various communication channels for effective communication with others.
8. Explain the process of record-keeping and timely reporting to the supervisor.
9. Identify the correct way of documenting the feedback, updates, and information received.
10. Identify the steps involved in performing client walk-throughs and inspections.
11. Explain the method of calculating project budget parameters based on project execution requirements.
12. State the importance of cost variance in project management.
13. List the steps involved in incorporating cost changes during project execution.
14. Identify suitable tools to prepare a project budget.
15. Explain the process of estimating material cost and requirement for budget calculation.
16. Evaluate the financial performance during project execution using the cost variance process.
17. Explain the role of a work monitoring plan in project execution.
18. Explain Prepare an effective work monitoring plan for project execution.
19. Identify various methods and techniques associated with monitoring a project.
20. Appraise the importance of providing regular work updates to the supervisors.
21. State the significance of the feedback mechanism in the program's overall efficiency.
22. State the importance of client walk-throughs and inspections in the efficiency of the project execution.

UNIT 5.1: Project Scope Definition and Assessment

Unit Objectives ⊙

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

1. Discuss the usage, elements, and importance of project plans, block estimates, and quotations in preparing the scope of work.
2. Explain how to prepare the block estimate and quotation based on client and interior designing requirements.
3. Explain the various factors involved in preparing a project plan and contributing to its development process.
4. Explain how to prepare a project plan based on the given project timeline, schedules, and team availability.
5. Identify all the elements involved in designing work timelines and schedules.
6. Explain the process of preparing work timelines and schedules based on the effective demarcation of materials and resources.
7. Identify the various communication channels for effective communication with others.
8. Explain the process of record-keeping and timely reporting to the supervisor.
9. Identify the correct way of documenting the feedback, updates, and information received.
10. Identify the steps involved in performing client walk-throughs and inspections.

Say 💬

A successful interior design project begins with a clearly defined plan and budget. This includes preparing a project plan, estimating costs with a block estimate, and finalizing a quotation. These elements ensure clarity, feasibility, and alignment with client expectations

Ask 🔤

- Why do we need a project plan before starting any work?
- What is the use of a block estimate in design planning?
- How does a quotation differ from an estimate?

Explain

Case Study Explanation

Ritika, a mid-level interior designer, receives a project to design a 3BHK apartment. She begins by creating a comprehensive project plan that outlines key stages—like layout finalisation, vendor onboarding, procurement, execution, and handover—mapped over 60 days. She defines roles for each team member and adds buffers to account for delays.

Next, she prepares a block estimate to provide the client with an initial budget. She calculates the total cost based on a rate of ₹2,500 per square foot for a 4000 sq. ft. apartment, arriving at ₹1 crore. However, during client discussions, she learns the budget is slightly lower. Ritika then adjusts the plan by selecting alternate materials and negotiating vendor rates, reducing the estimate to ₹90 lakhs.

Once the revised budget is accepted, Ritika generates a detailed quotation. This includes line-item costing like civil work (₹20 lakhs), lighting and electricals (₹15 lakhs), furniture and fixtures (₹35 lakhs), and miscellaneous or contingency costs. This quotation becomes the basis for vendor discussions, purchase orders, and billing milestones.

This case demonstrates the interconnectedness of planning, budgeting, and documentation. Ritika's approach ensured that the project remained viable, aligned with client expectations, and professionally executed.

Debrief
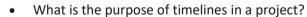
Understanding the difference and purpose of each document helps manage expectations, control budget, and maintain accountability.

Say

Creating a schedule ensures tasks are executed in the right order without delays. It helps in resource management and client coordination.

Ask

- What is the purpose of timelines in a project?
- How do timelines help manage vendor tasks?
- What tools can we use to create project schedules?

Explain

- Work Timeline: A week-by-week task allocation—e.g., Week 1: layout finalisation; Week 3: vendor onboarding. Gantt charts show sequence and dependencies.
- Resource Allocation: Assigning who does what—e.g., design team works on furniture drawings while civil team starts floor work.
- Buffer Management: Adding contingency days for unexpected delays (e.g., delivery issues).

Debrief

Schedules keep everyone on the same page. They avoid clashes, help manage dependencies, and ensure timely project completion.

Say

Clear communication and proper documentation are critical in interior design projects. They avoid confusion, manage approvals, and streamline workflow across teams.

Ask

- What is the difference between internal and external teams?
- Why is documentation important for project tracking?
- What can go wrong without proper communication?

Explain

- Internal Teams include: Design team, site supervisors, procurement, finance.
- External Agencies include: Vendors, subcontractors, clients, consultants, authorities.
- Communication Tools include: Site meetings, progress emails, shared folders.
- Documentation includes: Site reports, daily logs, purchase orders, change request forms, approvals.
- Example: If a client changes the finish of a wall panel, a change request form should be signed, discussed with the vendor, and documented to avoid billing disputes.

Debrief

Documenting and communicating changes and responsibilities ensures transparency and reduces rework, making the execution phase smoother and more efficient.

Notes for Facilitation

- Use sample formats of project plan, block estimate, quotation, Gantt chart.
- Practice creating schedules and assigning team roles in groups.
- Demonstrate examples of poor vs. effective communication in project settings.
- Share editable documentation templates to reinforce learning.

Sample Solution for Hands-on Activity: Project Plan & Timeline for Commercial Space Design

1. Project Scope Summary

Project: Interior design for an 1,800 sq. ft. co-working space in Bengaluru.

Client Requirements: Modern design, neutral palette, acoustic treatment, completion in 45 days, ₹22 lakh budget.

Zones: Reception, 2 Cabins, Conference Room, Open Workstations, Pantry, Restrooms.

2. Detailed Project Plan

Task	Duration (Days)	Resource Assigned	Remarks
Site Measurement/Layout Finalization	2	Site Manager	Initial zoning and client review
Partition & Civil Work	6	Civil Supervisor + Carpenters	Cabins, restrooms
Electrical Wiring & Networking	4	Electrician	Cabling, switchboards
False Ceiling & Lighting	5	Civil + Electrician	With light installation
Painting	3	Painter	After ceiling and civil work
Modular Furniture Installation	5	Carpenters + Vendor	Client's selected vendor
Pantry/Restroom Setup	4	Civil + Electrician	Plumbing and accessories
Final Cleaning & Walkthrough	2	Site Manager	With Client

3. Budget Allocation (Block Estimate)

Category	Estimated Cost (₹)
Civil Work	4,00,000
Furniture & Fixtures	7,50,000
Electrical & Lighting	4,00,000
False Ceiling	2,00,000
Painting	1,00,000
Pantry & Restrooms	2,00,000
Contingency (10%)	1,50,000
Total	**22,00,000**

4. Work Timeline (Gantt Style Summary)

Week	Activities
1	Measurement, Layout Finalization
2	Civil Partitions, Electrical Rough Work
3	False Ceiling, Lighting Setup
4	Painting, Furniture Installation
5	Pantry/Restroom Setup, Cleaning, Walkthrough, Final Sign-off

5. Task-Material-Resource Matrix

Task	Materials Needed	Resources Assigned
Partition Work	Plywood, studs, nails	Carpenters, Civil Sup.
Electrical Wiring	Cables, DB box, switches	Electrician
Furniture Installation	Modular units, tools	Vendor + Carpenters
Painting	Primer, paint, rollers	Painter
Final Cleaning	Cleaning agents, tools	Site Manager

6. Summary Note

The project has been planned in a tightly scheduled 5-week window with optimized resource allocation and predefined vendor deliverables. Task dependencies and buffers ensure timely handover.

Sample Solution for Hands-on Exercise: Prepare and Maintain Required Documentation for Project Record-Keeping

Sample Project Case: Modular Kitchen for Mr. Rao's Residence

Project Details:
- **Client:** Mr. Rao
- **Location:** Hyderabad
- **Scope:** Modular kitchen installation (U-shaped layout)
- **Start Date:** 5th July
- **Current Date:** 9th July
- **Site Progress:** Civil work completed; modular cabinets under installation
- **Client Feedback:** Wants to upgrade the main light fixture
- **Contractor Feedback:** Tiling completed, waiting for approval

Filled-Out Documentation

1. Daily Site Progress Report (Dated: 9th July)

Field	Details
Work Completed	Tiling completed; base cabinets 50% installed
Work in Progress	Overhead cabinet fabrication
Manpower on Site	1 Supervisor, 3 Carpenters, 1 Electrician
Issues Noted	Client requested a new light fixture
Safety Compliance	PPE followed, no incidents
Next Day Plan	Install overhead cabinets and wiring checks
Signature	Site Supervisor: Rajesh Sharma

2. Purchase Order (PO No. MK-PO-05)

Item	Quantity	Unit Rate	Total
Hinges (Soft-close)	10 sets	₹300	₹3,000
Modular Drawer Box	2 sets	₹2,500	₹5,000
Plywood (BWP)	3 sheets	₹2,200	₹6,600
Total PO Amount			₹14,600

3. Material Receipt Log (Dated: 8th July)

Material	Qty Received	Condition	Received By
BWP Plywood	3 sheets	Good	Supervisor Rajesh
Hinges	10 sets	Good	Rajesh
Drawer Box	2 sets	Good	Rajesh

4. Change Request Form (CRF #002)

Requested By	Description	Reason	Cost Impact	Status
Mr. Rao	Change main light to pendant fixture	Aesthetic preference	₹3,500	Pending

5. Client Approval Form

Activity Completed	Client Name	Date	Remarks	Signature
Kitchen Tiling	Mr. Rao	9th July	Approved – well aligned	Signed (Mr. Rao)

Document Categorization

Design Phase:
- Client Brief
- Initial Layout Plan
- Change Request Form #002

Procurement Phase:
- Purchase Order MK-PO-05
- Material Receipt Log

Execution Phase:
- Daily Site Progress Report (9th July)
- Client Approval Form

Folder Naming Convention:

```
Kitchen_Rao_Project/
|
├── Design/
|    └── Change_Request_002.pdf
|
├── Procurement/
|    ├── PO_MK_05.pdf
|    └── Material_Receipt_Log.pdf
|
└── Execution/
     ├── Site_Report_09_July.pdf
     └── Tiling_Approval.pdf
```

Group Presentation Summary

Each group should explain:

- The importance of each document: e.g., CRFs prevent verbal changes; daily logs ensure transparency.
- How they categorized the records.
- How documentation improves project clarity, billing accuracy, and client trust.

Guidelines for Role Play Title: Communication Skills for Negotiations, Approvals, and Project Closure

Setup:

Create a mock conference room or meeting setup.

Provide props like a printed invoice, change request, or wall colour sample.

Assign three roles: Interior Designer, Client Representative, Vendor Lead.

Role Play Script Guidelines:

Interior Designer (Participant 1)
- Begin with a professional welcome.
- Listen to the client's concern about branding wall colour.
- Offer practical, time-efficient, and low-cost options (e.g., touch-up or wall vinyl).
- Politely mediate between the client and vendor.
- Summarize final pending tasks and request sign-off.

Client Representative (Participant 2)
- Express concern firmly but calmly: "This blue isn't matching our brand tone."
- Ask for a quick fix before accepting handover.
- Ask about handover documentation and timeline.

Vendor Lead (Participant 3)

- Justify the ₹18,000 additional labour: "There were 2 extra days due to late approval."
- Be open to negotiation—maybe settle at ₹15,000.
- Emphasize that work was completed with quality and cooperation.

Debrief After Role Play

Ask the participants:

- What communication strategies worked well?
- How did the designer balance both client and vendor concerns?
- What could be improved?

UNIT 5.2: Advanced Project Estimation and Budgeting Techniques

Unit Objectives

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

1. Explain the method of calculating project budget parameters based on project execution requirements.
2. State the importance of cost variance in project management.
3. List the steps involved in incorporating cost changes during project execution.
4. Identify suitable tools to prepare a project budget.
5. Explain the process of estimating material cost and requirement for budget calculation.
6. Evaluate the financial performance during project execution using the cost variance process.

Say

Budgeting in interior design projects is not just about estimating costs, it's about making informed decisions, tracking deviations, and ensuring project profitability. A solid understanding of budget parameters and cost variance is critical for any professional managing interior design execution.

Ask

- What are the key components of a project budget?
- What is cost variance and how does it affect project decisions?
- How do budget overruns usually happen in design projects?

Explain

Project Budget Parameters:

To prepare a budget, include all relevant components: material cost, labour, vendor charges, transport, design fees, and contingency.

Formula:

Total Project Budget = Material + Labour + Vendor + Transport + Design Fees + Contingency

Cost Variance:

This is the difference between budgeted and actual cost.

- Positive Variance = Under budget (good)
- Negative Variance = Over budget (needs attention)
  It helps track financial performance during execution and enables timely corrective action.

Example Budget Sheet Snapshot:

Category	Est. Cost	Actual	Variance
Furniture	₹3,00,000	₹3,05,000	−₹5,000
Painting	₹80,000	₹95,000	−₹15,000
Lighting	₹1,20,000	₹1,10,000	+₹10,000

Case Study – Private Hospital Redesign (2000 sq. ft.):

- Budget: ₹12 lakhs | Timeline: 40 days
- Scope: Reception, OPD rooms, ICU, nurse station, pantry, restrooms
- Issues: Client changed flooring to vinyl (₹40,000 increase), repainting needed due to colour mismatch (₹15,000).
- Variance: −₹55,000 overall
- Action: Client informed, documentation updated, timeline adjusted using buffer days.

This real-life example highlights the need for cost tracking, client communication, and adjustment mechanisms during execution.

Debrief

A budget evolves during execution. Documenting changes and calculating variance ensures better financial control, timely action, and improved client confidence.

Say

Interior projects often face cost changes due to material selection changes, design revisions, or execution delays. It is important to manage these changes methodically to stay within approved limits.

Ask

- What are common causes of cost changes during a project?
- Why is client approval critical before implementing a cost change?
- What could happen if cost changes are not documented

Explain

Steps to Incorporate Cost Changes:

1. Identify reason – Change in scope, rate revision, or vendor issue
2. Calculate revised cost – e.g., upgraded laminate costs ₹5,000 extra
3. Discuss with client – Get approval before proceeding
4. Update budget sheet – Adjust the affected item
5. Document – Use change request or email confirmation
6. Adjust timeline/resources – If needed
7. Monitor new cost – Track to avoid further deviation

This process prevents disputes and helps maintain financial discipline during ongoing execution.

Debrief

Incorporating changes without documentation can lead to cost overruns, client dissatisfaction, and payment delays. A systematic process ensures transparency and project control.

Say

Digital tools streamline estimation, automate calculations, and provide real-time updates, which are essential in large or complex interior projects.

Ask

- What tools have you used for budget creation or documentation?
- How does using digital tools improve budget management?
- Can mobile apps be used for on-site estimation?

Explain

Tool Categories & Examples:

Tool Type	Use	Examples
Spreadsheets	Budget sheets, variance, cost logs	MS Excel, Google Sheets
Estimation Software	Auto calculate material/labour costs	Buildxact, EasyEstimator
Project Management Tools	Combine schedule and budgeting	Monday.com, MS Project
Design Software	Auto-link costs with 3D layouts	SketchUp Pro, AutoCAD with plugin
Accounting Software	Track expenses, generate invoices	Tally ERP, QuickBooks
Mobile Apps	On-site cost estimation	MagicPlan, Coohom, Houzz Pro

When & How to Use:
- Start with spreadsheets for small projects
- Move to estimation/project tools for mid/large jobs
- Sync design software with estimators for real-time costing
- Use mobile apps during client visits or vendor site checks

Debrief

Choosing the right tool depends on project scale, team size, and client expectations. Digital tools improve accuracy, collaboration, and transparency in financial planning.

Notes for Facilitation

- Show sample budget sheets and show how to calculate variance.
- Demonstrate cost change documentation using a sample.

Sample Solution for Activity 1: Estimating Material Cost and Requirement

Scenario Recap: Redesign interiors of a 2BHK (Living Room, Bedroom, Kitchen) for 750 sq. ft. using cost-effective, durable materials like laminated furniture, vitrified tiles, and emulsion paint.

Sample Material Requirement and Cost Estimate Table

Item	Quantity	Unit Price (₹)	Total Cost (₹)
Plywood 18mm (Furniture)	10 sheets	₹1,200	₹12,000
Laminates (1mm)	6 sheets	₹800	₹4,800
Hinges (Soft-close)	8 sets	₹300	₹2,400
Handles (Steel)	8 pieces	₹100	₹800
Vitrified Tiles (2x2)	600 sq. ft.	₹60/sq.ft	₹36,000
Emulsion Paint	18 litres	₹250/litre	₹4,500
Kitchen Accessories	1 set	₹8,000	₹8,000
Modular Wardrobe Shutters	1 set	₹12,000	₹12,000

Total Estimated Material Cost: ₹80,500

Note: Minor fitting materials and contingencies not included in this sheet.

Sample Solution for Activity 2: Track the Budget: Identify Cost Variance in an Ongoing Project

Scenario Recap: Office fit-out project (4 weeks), initial budget ₹9 lakhs. Compare planned vs actual cost in 5 categories and analyze variance.

Sample Cost Variance Table

Category	Planned (₹)	Actual (₹)	Variance (₹)	Remarks
Flooring	₹1,50,000	₹1,70,000	−₹20,000	Cost overrun – material upgrade
False Ceiling	₹1,00,000	₹90,000	+₹10,000	Minor saving – vendor discount
Electrical Work	₹1,30,000	₹1,50,000	−₹20,000	Rework due to client change
Painting	₹80,000	₹80,000	₹0	On budget
Furniture	₹2,20,000	₹2,40,000	−₹20,000	Late delivery, price increase

Total Cost Variance:

Planned Total: ₹6,80,000
Actual Total: ₹7,30,000
Total Variance: **–₹50,000**

Financial Health Summary:
- Project has a cost overrun of ₹50,000 (7.35% of budget).
- Key contributors: upgraded flooring, rework in electricals, furniture delay.
- **Corrective Actions:**
  - Improve change management process.
  - Include contingency in future planning.
  - Negotiate early fixed-rate vendor contracts.

UNIT 5.3: Supervision and Monitoring of Project Execution

Unit Objectives 🎯

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

1. Explain the role of a work monitoring plan in project execution.
2. Explain Prepare an effective work monitoring plan for project execution.
3. Identify various methods and techniques associated with monitoring a project.
4. Appraise the importance of providing regular work updates to the supervisors.
5. State the significance of the feedback mechanism in the program's overall efficiency.
6. State the importance of client walk-throughs and inspections in the efficiency of the project execution.

Sample Solution for Hands-on Activity: Prepare a Work Monitoring Plan for a Project

Sample Scenario: Interior Renovation of a 2BHK Apartment

Duration: 6 Weeks | **Start Date:** 01-Aug | **End Date:** 15-Sep

Work Monitoring Plan

Task	Responsible Person	Planned Start	Actual Start	Status	KPI	Monitoring Frequency	Remarks
Layout Finalization	Interior Designer	01-Aug	01-Aug	On Track	Client Approval	Weekly	Approved in first review
Civil Work	Contractor	05-Aug	06-Aug	Slight Delay	Completion %	Daily	Delay due to labour shortage
Electrical Wiring	Electrical Engineer	12-Aug	12-Aug	On Track	Safety Compliance	Milestone-based	Test reports submitted
Furniture Fabrication	Vendor Team	15-Aug	18-Aug	Delayed	Delivery Timeliness	Weekly	Factory delay reported
Painting & Finishing	Painting Supervisor	28-Aug	–	Pending	Quality Score (Client Feedback)	End-of-task	Scheduled post furniture fitting
Final Inspection	Project Manager	10-Sep	–	Pending	Zero Defect Completion	Once	To be done after cleaning

Key Takeaways:

- Weekly/bi-weekly reviews allow proactive action.
- KPIs such as "delivery timelines" and "client feedback" ensure performance measurement.
- This plan tracks delays and supports accountability.

Sample Solution for Hands-on Exercise: Examine the Worksite for Project Execution Based on Approved Design Specifications

Scenario: Retail Showroom – Ground Floor Layout Analysis
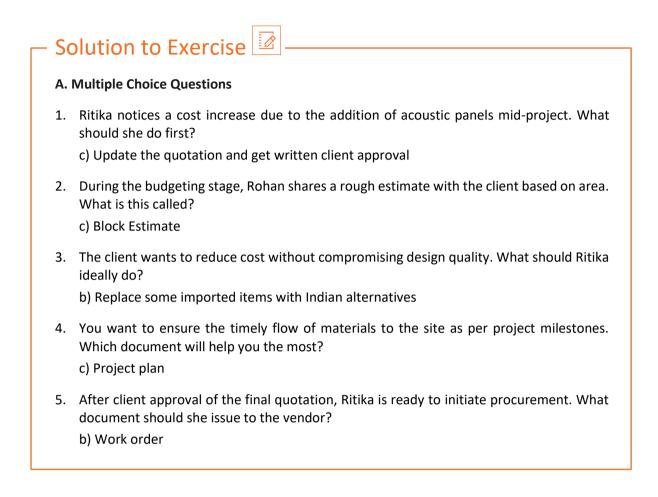
Drawing Ref: A-101-GF | **Scale:** 1:100

Sample Observation Report

Observation Area	Approved Drawing	Site Status	Deviation Identified	Suggested Action
Trial Room Placement	Marked right side of Display Area	Found on left side of showroom	Layout mismatch	Recheck plumbing & privacy needs
Electrical Points	4 in Cash Counter, 3 in Display Area	Only 2 sockets installed in each location	Inadequate points	Add extra outlets as per plan
Material for Flooring	Vitrified Tiles 600x600 mm	Ceramic tiles used	Material deviation	Discuss change order with client
Display Rack Dimensions	1200mm x 450mm	Installed racks are 1000mm wide	Sizing inconsistency	Confirm acceptance or replace
Fire Exit Markings	Clearly labeled on layout	Not visible on site	Safety compliance issue	Urgent marking with glow signage

Summary:

- 3 deviations (trial room, electrical, fire exits) impact functionality and compliance.
- Immediate redressal and client communication recommended.
- Proper site inspection prevents costly rework and ensures adherence.

Solution to Exercise

A. Multiple Choice Questions

1. Ritika notices a cost increase due to the addition of acoustic panels mid-project. What should she do first?

   c) Update the quotation and get written client approval

2. During the budgeting stage, Rohan shares a rough estimate with the client based on area. What is this called?

   c) Block Estimate

3. The client wants to reduce cost without compromising design quality. What should Ritika ideally do?

   b) Replace some imported items with Indian alternatives

4. You want to ensure the timely flow of materials to the site as per project milestones. Which document will help you the most?

   c) Project plan

5. After client approval of the final quotation, Ritika is ready to initiate procurement. What document should she issue to the vendor?

   b) Work order

Sample Solution for Hands-on Exercise: Prepare Guidelines for Performing Client Visits and Inspections

Sample Client Visit Guidelines for Interior Design Projects

Step	Description
1. Inform the Client	Send a formal invitation via email with the visit agenda, expected duration, and safety instructions.
2. Pre-Visit Site Readiness	Ensure the site is clean and organized. Key work areas must be accessible and free of hazards. Install safety signage and restrict access to dangerous zones.
3. Documentation Preparation	Keep the latest drawings, floor plans, work progress reports, material samples, and approvals ready for client review.
4. Safety Arrangements	Provide PPE kits (helmets, masks, shoe covers). Share safety do's and don'ts with the client at the start. Ensure escort by a trained supervisor.
5. On-Site Briefing	Site supervisor welcomes the client, introduces key personnel, and outlines the status of work. Share the plan for the walkthrough.
6. Site Walkthrough	Guide the client through major work zones (e.g., kitchen, wardrobes, false ceiling areas). Highlight progress, material finishes, or pending decisions.
7. Feedback Capture	Assign a team member to note client comments, concerns, and questions. Use a standard client feedback form or checklist.
8. Post-Visit Follow-Up	Share a Minutes of Meeting (MoM) within 24 hours. Document key feedback and action points, assign responsibilities, and track follow-up in the next review.

This process ensures that client visits are professional, productive, and result in actionable insights—ultimately improving project quality and client satisfaction.

6. Market Research, Design Conceptualization and Development

Unit 6.1 Conduct Market Research and Trend Analysis

Unit 6.2 Mood Boards, 3D Renders, and Miniature Models Development

Unit 6.3 Design Documentation: Technical Drawings and Specifications

Unit 6.4 Design Dockets Finalisation and Client Approvals

FFS/N0222

FFS/N0223

Key Learning Outcomes

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

1. List all the standards, rules, and regulations associated with interior designing.
2. Explain how to employ appropriate rules and regulations while performing interior design work.
3. List various national and international market trends and technologies in interior designing.
4. State the role of market research during effective client deliberation and design finalization.
5. Explain the importance of regular market research in the identification of different types of materials based on project feasibility.
6. Conduct market research based on initial client requirements for market trends and new technologies.
7. Explain the steps involved in designing of drafts of mood boards, 3D renders, and miniatures.
8. Identify the role of mood boards, miniatures/models, 3D renders in the interior designing and execution process.
9. Explain the process of review and modification of miniatures/models and 3D render based on appropriate tools and software's.
10. Identify effective client deliberation skills while presenting concepts, drawings, mood boards, 3D renders, miniatures, etc.
11. Explain how to prepare mood boards, miniatures/models, 3D renders based on approved design specifications.
12. Explain various visualization techniques associated with the designing process.
13. List all the factors contributing to the effective design visualization process.
14. Appraise effective design visualization skills while preparing scope of work.
15. Explain how specified materials get used in different ways based on design requirements.
16. Perform design deliberation with concerned teams based on project execution parameter.
17. Explain the correct way of documenting the feedback, updates, and information received.
18. List all the technicalities associated with an interior design docket.
19. Explain the quality parameters associated with the efficient project designs.
20. Explain the steps involved in the preparing and approval of FSOW from the client and supervisor.
21. Discuss the role of various elements in construction structures affecting interior designing.
22. State the importance of adherence to standard construction parameters for effective interior designing.
23. Describe the process of designing and maintaining the Approved for Construction (AFC) drawings and their implementation procedures.
24. Perform validation of Approved for Construction (AFC) drawings based on specified instructions.
25. State the importance of validating final drawings based on the specified timeline, budget, and material specifications.
26. Explain the process of checking project designs based on specified instructions.
27. Examine the approved drawings/designs for the approved specifications and client requirements.

UNIT 6.1: Conduct Market Research and Trend Analysis

Unit Objectives 🎯

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

1. List all the standards, rules, and regulations associated with interior designing.
2. Explain how to employ appropriate rules and regulations while performing interior design work.
3. List various national and international market trends and technologies in interior designing.
4. State the role of market research during effective client deliberation and design finalization.
5. Explain the importance of regular market research in the identification of different types of materials based on project feasibility.
6. Conduct market research based on initial client requirements for market trends and new technologies.

Say 💬

Interior design must adhere to several legal and safety standards. This ensures that the space is functional, safe, and compliant with government norms.

Ask (ask)

- What are some key regulations every interior designer must follow?
- How do these rules impact day-to-day design decisions?
- What happens if a project doesn't comply with NBC or accessibility standards?

Sample Solution for Hands-on Activity: Applying Rules and Regulations in Interior Design Work

Step A: Review of Original Plan – Non-Compliant Features Identified

Area	Non-Compliance Observed
Entrance Door	Door width only 750 mm (Minimum required: 900 mm for wheelchair access)
Reception Flooring	Uses glossy tiles (slippery and not recommended for PwD)
Lighting	CFL lights used (not energy-efficient)
Paint Used	Regular paint with high VOC
Waste Management	No provision for dry/wet waste segregation
Ramp Access	No ramp provided at main entrance

Step B: Referenced Regulations

- **NBC 2016 – Part 3:** Accessibility norms for built environment
- **Harmonised Guidelines 2021 (MoHUA):** Door width, ramps, signage, flooring
- **GRIHA / IGBC Guidelines:** Sustainability and energy-efficient practices

Step C: Modified Layout – Suggested Changes

Modified Feature	Description
Entrance Ramp	Added 1:12 sloped ramp with handrails on both sides (as per MoHUA 2021)
Door Width Updated	Door enlarged to 950 mm for wheelchair clearance (NBC 2016)
Flooring Replaced	Anti-skid matte-finish vitrified tiles recommended
Lighting Upgraded	Replaced all CFL with LED panel lights (GRIHA)
Low-VOC Paint	Walls repainted using certified low-VOC emulsions
Waste Segregation Area	Allocated space for dual-bin system (wet/dry) near pantry section

Step D: Compliance Checklist

Sl. No.	Regulation Followed	Feature Modified	Compliance Status	Remarks
1	MoHUA Harmonised Guidelines (2021)	Ramp at entrance	Yes	1:12 slope, handrails both sides
2	NBC 2016	Door width increased	Yes	Now 950 mm for PwD accessibility
3	GRIHA	Lighting replaced with LEDs	Yes	Reduced power consumption
4	GRIHA / IGBC	Low-VOC paint used	Yes	Improved indoor air quality
5	MoEFCC / GRIHA	Waste segregation provision added	Yes	2-bin system for wet/dry waste

Group Presentation Highlights

1. **Ramp Addition:**
   Justified using MoHUA 2021 Harmonised Guidelines to allow safe entry for PwD.
2. **LED Lighting Upgrade:**
   Referenced GRIHA for energy efficiency and lower heat emissions.
3. **Low-VOC Paint:**
   Ensures healthier indoor air—aligned with IGBC material safety norms.

Notes for Facilitation

- Display sample compliance checklist.
- Share images of compliant vs non-compliant spaces.
- Provide links or handouts of key standards (NBC, IGBC, MoHUA).

Say

Market research is a designer's tool to align creative ideas with real-world feasibility. It ensures client needs, budget, and execution challenges are addressed

Ask

- Why is it important to know material prices and availability?
- How does trend research help in client presentations?

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 color 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 6.2: Mood Boards, 3D Renders, and Miniature Models Development

Unit Objectives 🎯

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

1. Explain the steps involved in designing of drafts of mood boards, 3D renders, and miniatures.
2. Identify the role of mood boards, miniatures/models, 3D renders in the interior designing and execution process.
3. Explain the process of review and modification of miniatures/models and 3D render based on appropriate tools and software's.
4. Identify effective client deliberation skills while presenting concepts, drawings, mood boards, 3D renders, miniatures, etc.
5. Explain how to prepare mood boards, miniatures/models, 3D renders based on approved design specifications.
6. Explain the designing process of miniatures, models, 3D render based on specified 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 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, colors, 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 color. 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: Modeling 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 Modeling

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

1. Camera Position

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

2. 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

3. Final Render Output

- File Format: **JPEG**
- Resolution: **1920x1080 px**
- Output Features:
    - o Accurate shadows and natural reflections
    - o Realistic surface textures (wood, fabric)
    - o Crisp detailing of decor, lighting, and depth
    - o 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	✓

Guidelines for Hands-On Activity 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
Color 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 labeled (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 colored 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 6.3: Design Documentation: Technical Drawings and Specifications

Unit Objectives 🎯

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

1. Explain various visualization techniques associated with the designing process.
2. List all the factors contributing to the effective design visualization process.
3. Appraise effective design visualization skills while preparing scope of work.
4. Explain how specified materials get used in different ways based on design requirements.
5. Perform design deliberation with concerned teams based on project execution parameter.
6. Explain the correct way of documenting the feedback, updates, and information received.

Guidelines for Role Play Activity: Design Deliberation Based on Execution Parameters

Today's role play simulates a project team meeting for a real-world interior design scenario. Participants will assume specific roles to critically evaluate a client-approved design and deliberate whether it can be executed effectively considering ground-level challenges such as budget, site limitations, and material lead times.

1. Preparation (Before the Activity)

- Divide participants into groups of 4–5.
- Assign roles within each group:
    o Interior Designer
    o Project Manager
    o Site Engineer
    o Procurement Lead
    o (Optional) Client Representative
- Provide a **sample design brief** (e.g., modern café, office lobby, or living room plan with finishes).
- Distribute **blank deliberation notes template** and scope of work format (if needed).

2. Setup

- Ask each group to:
    o Review the design brief provided.
    o Prepare talking points for their assigned roles.
    o Interior Designer must prepare a quick overview of the design (concept, finishes, materials, visual references).

3. Role Play Execution

Break the role play into clear segments:

Time	Activity	Instructions
5 min	**Presentation**	Interior Designer presents approved plan, finishes, space intent
10 min	**Team Deliberation**	Other team members give role-based inputs (site, procurement, project constraints)
5 min	**Decision-Making**	As a team, suggest tweaks, substitutions, or timeline adjustments
5 min	**Wrap-Up**	Prepare 2–3 slides or a verbal summary to present their revised approach

Use cue cards or timers to keep each section on track.

Prompting Role-wise Participation (Explain)
- **Interior Designer:** Defend why the design decisions were made. Be open to collaboration.
- **Site Engineer:** Bring up technical feasibility issues (e.g., service duct clashing, beam height, or site access).
- **Procurement Lead:** Talk about delayed materials, unavailable finishes, or vendor pricing.
- **Project Manager:** Align all viewpoints to revise the timeline, resource plan, or execution phases.
- **Client Rep (Optional):** Question aesthetics, cost-value balance, brand fit, and completion date.

Debrief and Presentation
- Ask each group to present:
  - o Key execution challenges raised
  - o Changes suggested and why
  - o Revised decisions (e.g., changed flooring, shifted HVAC layout)
- Trainer provides feedback on:
  - o Realism and collaboration in team discussion
  - o Balance between creativity and practicality
  - o Communication clarity and professionalism

Expected Deliverables

Deliverable	Format
Summary of Deliberation	Bullet-point notes or a completed template
Revised Scope of Work (if applicable)	Updated layout/finishes as notes or a marked-up printout
Team Presentation	2–3 slides or verbal pitch summarizing decision-making

Notes for Facilitation

- Use a projector or printouts to share a sample design concept.
- Encourage teams to document concerns and resolutions systematically.
- Highlight how this exercise builds interdisciplinary thinking, a core skill in real project execution.
- Allow flexibility in formats—hand-drawn revisions or verbal justifications are acceptable.
- Reinforce that the goal is not to reject design but to refine it collaboratively.

Role Play Activity Toolkit

Sample Design Brief: Modern Office Reception Area

Project: Office Reception Area for a Mid-Sized IT Company
Space: 6m x 4m Reception Lobby + 2m x 2.5m Waiting Zone
Design Intent: Minimalist modern look with earthy accents.

Key Features:
- Reception Desk with LED lighting
- Vertical wooden slats behind reception
- Accent wall with brand color (Teal Green)
- Seating for 4–5 visitors
- Indoor planters and pendant lighting

Approved Materials:
- **Flooring:** Vitrified tiles, wood-grain finish
- **Walls:** Matte white with one teal-painted feature wall
- **Furniture:** Modular reception counter (white), grey upholstered chairs
- **Lighting:** Pendant lights + Cove lighting

Timeline: 4 weeks for execution
Budget: INR 4.5 lakhs

Role Cue Cards

1. Interior Designer
- Present the approved layout, material palette, and visual intent.
- Justify design choices in terms of aesthetics and functionality.
- Remain open to suggestions without compromising design vision.

2. Project Manager
- Keep track of timelines and cost implications.
- Summarize the impact of delays or changes on project delivery.
- Ensure all stakeholders stay aligned on scope and delivery.

3. Site Engineer
- Identify any site-level issues (beam height, service duct routing).
- Mention space constraints for installation.
- Highlight any structural mismatches.

4. Procurement Lead
- Raise concerns about material availability or lead times.
- Suggest substitute vendors or finishes within budget.
- Track logistics, costs, and vendor coordination.

5. Client Representative (Optional)
- Ask questions about brand alignment and visual appeal.
- Seek clarity on delivery time and handover expectations.
- Raise concerns about value for money.

Deliberation Summary Template

Execution Parameter / Concern	Discussion Summary	Agreed Action or Revision

Note: Participants can add more rows or use printed handouts.

UNIT 6.4: Design Dockets Finalisation and Client Approvals

Unit Objectives 🎯

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

1. List all the technicalities associated with an interior design docket.
2. Explain the quality parameters associated with the efficient project designs.
3. Explain the steps involved in the approval of FSOW from the client and supervisor.
4. Discuss the role of various elements in construction structures affecting interior designing.
5. State the importance of adherence to standard construction parameters for effective interior designing.
6. Describe the process of designing and maintaining the Approved for Construction (AFC) drawings and their implementation procedures.
7. Perform validation of Approved for Construction (AFC) drawings based on specified instructions.
8. State the importance of validating final drawings based on the specified timeline, budget, and material specifications.
9. Explain the process of checking project designs based on specified instructions.
10. Examine the approved drawings/designs for the approved specifications and client requirements.

Sample Solution for Hands-on Exercise: Examine the Design Docket Development Process

Before executing any interior design project, it is essential to develop a well-structured Design Docket. This document becomes the backbone of communication between the client and the project team. In this activity, you need to analyse whether a sample design docket meets client expectations and technical requirements. You must identify what's working, what's missing, and what needs to be improved, just like in a real-world design review meeting.

Project Scenario:

Client Brief – Design and execution of a modular kitchen for a 3BHK apartment in Pune.

Key Requirements:

- U-shaped layout
- Soft-close drawers
- Natural wood finish
- Matte white overhead shutters
- Mid-budget range (₹2.5 to ₹3.2 lakhs)
- Delivery within 4 weeks

Step 1: Review of Design Brief

Key observations from client requirement:
- Emphasis on **functionality** and **storage optimization**
- Preferred **natural materials** and muted tones
- Budget-sensitive and timeline-conscious

Step 2: Examination of Design Docket Components

Sections included in the docket:
- Concept Note
- Floor Plan with Elevation Views
- Material Board
- 3D Render (Perspective View)
- BOQ
- Timeline Chart (Missing)

Step 3: Matching Client Instructions to Docket

Docket Section	Matched with Client Requirement	Comments
Concept Note	Matches layout and theme	Clear mention of U-shape and utility space
Material Board	Includes matte finish, but lacks real wood sample	Needs update for authentic wood laminate
3D Render	Good representation	No top view shared; overhead units unclear
BOQ	Approximates ₹3.1 Lakhs	within budget
Timeline	Not Provided	Must be included in final submission

Step 4: Evaluation of Completeness
- **Layout Functionality:** Efficient and practical
- **Client-Centric Narrative:** Aligned with brief
- **Technical Drawings:** Present but needs overhead detailing
- **BOQ Alignment:** Within budget
- **Gaps Identified:** Missing timeline chart, missing acoustic treatment, minor mismatches in finishes

Step 5: Presentation Summary

Strengths:
- Design reflects client expectations
- Effective visualisation via 3D
- BOQ and costing within range

Improvements Needed:
- Add top-view and exploded kitchen cabinet view
- Include project timeline
- Update material board for wood finishes

Notes for Facilitation

- Provide a brief walkthrough of what a typical design docket includes: concept note, drawings, BOQ, timeline, etc.
- Distribute printed or digital samples of design dockets and design briefs with intentional gaps or mismatches to encourage critical thinking.
- Encourage participants to use color-coded sticky notes or digital comments to tag insights on each section.
- Guide teams to focus on client-centric evaluation: Does the design reflect functional, aesthetic, and budgetary expectations?
- Allow each group to present findings in 3–5 minutes and compare interpretations.
- Highlight the importance of cross-checking client requirements against design outcomes in professional settings.

Sample Solution for Hands-on Exercise: Finalising the Scope of Work

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 analyze 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.

Solution to Exercise 📝

A. Multiple Choice Questions

1. Rahul prepares an initial set of deliverables after her first site visit and client discussion. What is this document called?

   c) Tentative Scope of Work

2. The client approves Rahul's concept design and material board. What should she prepare next to move toward execution?

   b) Final Scope of Work

3. A new site condition requires Sakshi to shift the location of a partition wall. What should she do with the FSOW?

   b) Update the FSOW accordingly

4. Which of the following best supports the creation of a Final Scope of Work?

   b) Recce reports, material boards, and client approvals

5. Why is it important to finalize the FSOW before execution begins?

   c) To ensure all stakeholders are aligned with project requirements

Sample Solution Hands-On Activity: Demonstrate Effective Design Visualization Skills While Preparing Scope of Work

Project Title and Details

Project: Interior Design for 2BHK Apartment
Location: Pune, Maharashtra
Client Name: Mrs. Anita Desai
Area: 950 sq. ft.
Design Theme: Modern Minimalist
Budget: ₹6–7 lakhs
Special Requests: Space for WFH in the bedroom, low-maintenance materials, pastel colour palette

1. Initial 2D Layout (Zoning Plan)

Software Used: AutoCAD

Deliverable: Basic layout showing zoning for:
- Living + Dining
- Master Bedroom (with study nook)
- Guest Bedroom
- Kitchen
- Two Bathrooms
- Balcony

(Annotated layout includes furniture placement and room demarcation.)

2. Mood Board / Concept Board

Tool Used: Canva

Theme Elements:

Element	Description
Color Palette	Soft greys, dusty pinks, muted beige, white
Furniture References	Compact modular sofa, low-height beds, floating shelves
Decor Style	Neutral cushions, abstract artwork, indoor plants
Materials	Matte laminate, light oak wood, linen fabric

Visual Components Included:
- 3 sofa style options
- Sample pastel wall paint cards
- Wood finishes for flooring and furniture
- Reference image of WFH corner in bedroom

3. Scope of Work Document (Room-wise)

A. Living + Dining Area
- Floating TV unit with integrated lighting
- L-shaped sofa with washable fabric
- Compact dining table (4-seater)
- Paint: Pastel grey, textured wall behind TV
- Ceiling: False ceiling with cove lights

B. Master Bedroom
- Queen-size bed with hydraulic storage
- Built-in wardrobe with matte white laminate
- Study table with pin-up board and bookshelf
- Paint: Soft mauve with white ceiling
- Roller blinds and blackout curtains

C. Guest Bedroom
- Convertible sofa-bed
- Wall-mounted storage
- Neutral wall tones with textured wallpaper

D. Kitchen
- Parallel layout with tall unit and modular storage
- Matte finish cabinet shutters (light oak + white)
- Anti-skid vitrified tiles

- Quartz countertop
- Open shelf for plants/spices

E. Bathrooms

- Existing layout retained
- Mirror cabinets added
- Anti-skid tiles with marble-finish texture

4. Execution Stages & Deliverables

Phase	Activity
Week 1	Demolition (if required), measurements
Week 2–3	Electrical and carpentry framework
Week 4	Paint, flooring, modular installations
Week 5	Final fittings, styling, handover

Expected Deliverables:

- 2D Layouts
- Mood Board PDF
- Room-wise SOW
- Material References + Vendor Links
- Timeline Chart

5. Final Presentation Format

Compiled As:

- PDF Document (10 pages)
- Includes layout, material board, and visuals
- Clear labels, room-wise breakdown, and SOW
- Presented to trainer in simulated client pitch format

7. Grievance Handling Mechanism

Unit 7.1: Grievance Redressal Mechanism

Unit 7.2: Team Building and Performance Management

Key Learning Outcomes

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

1. Explain the role of the organizational policies in a grievance redressal mechanism.
2. State the importance of an efficient and effective grievance redressal mechanism.
3. Explain suitable techniques and methods to address and resolve queries, concerns, and requests effectively.
4. Discuss the impact of team building and training activities on the quality and efficiency of employee performance.
5. List various group activities and exercises to be inducted into the performance management plan.
6. Appraise suitable methods to design and implement team building and training activities.

UNIT 7.1: Grievance Redressal Mechanism

Unit Objectives

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

1. Explain the role of the organizational policies in a grievance redressal mechanism.
2. State the importance of an efficient and effective grievance redressal mechanism.
3. Explain suitable techniques and methods to address and resolve queries, concerns, and requests effectively.

Say

Grievances at the workplace, whether big or small can impact employee morale, trust, and performance. That is why organizations implement a structured grievance redressal mechanism. In this unit, we will understand how a grievance is handled from the moment it arises to its resolution, and why clear policies and processes are essential to maintain transparency, trust, and fairness in the workplace."

Ask

- Have you ever seen or experienced a grievance being raised in a workplace or classroom?
- What might happen if grievances are ignored or handled poorly?
- Why is it important for a grievance redressal process to be time-bound and documented?

Explain

A Grievance Redressal Mechanism is a step-by-step process used by organizations to address employee complaints such as unfair treatment, harassment, or dissatisfaction with decisions.

Steps involved:
1. Grievance Identified: The employee experiences a concern.
2. Written Complaint Submitted: The grievance is officially reported to a supervisor or HR.
3. Acknowledgment: The concern is formally acknowledged by the organization.
4. Internal Review: Investigation by HR or committee to understand the facts.
5. Resolution Meeting: Discussion between involved parties to find a resolution.
6. Final Decision: Outcome is communicated to the employee.
7. Escalation (if unresolved): Taken to higher authorities.
8. Case Closure: All actions and findings are recorded and archived.

Organizational Policies guide each of these steps. They define roles, responsibilities, timelines, escalation paths, and ensure confidentiality and fairness. These policies help create a culture of accountability and respect.

An efficient redressal system builds employee confidence, reduces turnover, minimizes legal risks, and creates a healthy work environment.

Debrief

A strong redressal mechanism protects both employees and the organization. It helps build a culture where issues can be raised without fear, and solutions are found through dialogue and policy-driven fairness.

Notes for Facilitation

- Use simple role-play scenarios to keep the activity relatable.
- Emphasize the difference between opinion and policy-guided action.
- Reinforce the need for confidentiality and documentation throughout the process.
- Provide a printed or digital flowchart of the grievance redressal steps.
- Encourage participants to reflect on how grievance mechanisms contribute to a safe, respectful, and professional work culture.

Role Play

Resolving Workplace Queries and Concerns

Before the Role Play (Preparation)

1. **Brief the Class (5–7 mins)**
   o Explain the importance of resolving workplace concerns professionally and promptly.
   o Emphasize skills such as active listening, empathy, and clarity in response.
   o Introduce the **5-step resolution framework**:
      1. Greeting and active listening
      2. Clarifying the concern
      3. Showing empathy and offering assurance
      4. Providing a solution or action plan
      5. Confirming understanding and closing politely

2. **Assign Roles and Scenarios**
   o Divide the class into groups of 2 or 3 (include an observer if possible).
   o Assign one of the 4 predefined scenarios or allow them to pick randomly.
   o Assign roles:
      ▪ Role 1: Employee/Client
      ▪ Role 2: Supervisor/Manager/HR Executive
      ▪ Role 3 (optional): Observer
3. **Provide Role Briefs (2 mins per group)**
   o Each participant should be given 1–2 minutes to read and internalize their role.
   o Encourage them to imagine emotions, tone, and expectations of the character they are portraying.

During the Role Play (10–12 mins per group)

Steps to Follow:

Step	What Participants Should Do
1. Greeting & Listening	Start with polite greeting, give space to express concern
2. Clarification	Ask open-ended follow-up questions
3. Empathy & Assurance	Acknowledge the concern, use empathetic phrases
4. Offer a Solution	Provide a suitable solution, escalate if needed
5. Confirm & Close	Restate action steps, confirm satisfaction, and end respectfully

- Encourage use of **realistic tone**, **non-verbal cues** (eye contact, nodding), and **supportive language**.
- The **observer**, if present, should record:
   o Whether each step was followed
   o Body language and tone used
   o Quality of solution offered
   o Overall professionalism

After the Role Play (Debrief – 3–5 mins per group)

Ask each group:
- What went well in handling the concern?
- What could have been done better?
- Did the employee/client feel heard and satisfied?
- Was the response empathetic and solution-focused?

If observers are present, ask them to share their evaluation using a simple rubric:
- Steps followed
- Communication clarity
- Emotional tone and empathy
- Practicality of the solution

Notes for Facilitation
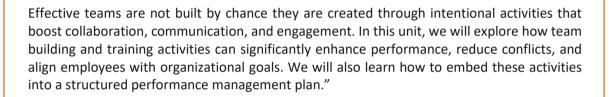
- Use a timer to manage group time efficiently.
- Model one short example with co-trainer or participant before the activity starts.
- Provide phrases or sentence starters on the board (e.g., "I understand how that must feel", "Let me check what can be done…").
- Encourage participants to stay in character but be respectful and constructive.
- Reinforce that this activity builds conflict resolution and professional communication skills, essential in team and client management.

UNIT 7.2: Team Building and Performance Management

Unit Objectives ◎

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

1. Discuss the impact of team building and training activities on the quality and efficiency of employee performance.

2. List various group activities and exercises to be inducted into the performance management plan.

3. Appraise suitable methods to design and implement team building and training activities

Say

Effective teams are not built by chance they are created through intentional activities that boost collaboration, communication, and engagement. In this unit, we will explore how team building and training activities can significantly enhance performance, reduce conflicts, and align employees with organizational goals. We will also learn how to embed these activities into a structured performance management plan."

Ask

- Can you recall any team-building activity you participated in? What did you learn from it?

- How do you think regular training and feedback can improve individual and team output?

- Why is cross-functional collaboration important in interior design or construction projects?

Explain

Team building and training activities directly influence how effectively teams work together and how efficiently tasks are completed. They go beyond bonding and include structured sessions for developing both technical and soft skills.

Key impacts include:

- Better collaboration and communication

- Higher employee engagement and motivation

- Improved skills (e.g., leadership, client handling)

- Faster, creative problem-solving

- Reduction in workplace conflicts

- Increased employee retention and morale

Organizations often embed team-building exercises into their performance management plans, ensuring that development is ongoing and aligned with business outcomes.

Examples of activities include:

- Project-based design challenges
- Role-playing client/vendor interactions
- Peer reviews and feedback sessions
- Inter-departmental collaboration tasks
- Time management and communication games

These activities can be conducted monthly, quarterly, or bi-monthly and should be assessed using tools like observation checklists, feedback forms, and team presentations.

Activity/Demonstration (Do)

Team Activity: Role-Play + Planning a Performance Activity

Part 1 – Role-Play (15 mins)
- Divide class into pairs.
- Each pair acts out a client conflict resolution scenario or a peer feedback session.
- Use observation checklists to assess listening, tone, and problem-solving skills.

Part 2 – Design a Performance Management Plan (20 mins)
- Form small groups of 3–4 participants.
- Each group selects one team-building activity (e.g., cross-functional challenge).
- They must create a mini performance plan table including:
  - Activity name
  - Objective
  - Frequency
  - Facilitator
  - Assessment method
  - Expected outcome

Each group presents their plan in 3–4 minutes.

Debrief

As we saw through the activities and plans, team-building efforts do not just improve relationships they enhance the entire workflow. Whether it is cross-functional collaboration or consistent peer reviews, integrating these into your performance management system ensures continuous growth, reduced friction, and better alignment with company goals.

Notes for Facilitation

- Use real-world scenarios that match the participants' work environment (e.g., design studio, client meetings).
- Provide sample performance plan templates.
- Encourage participants to mix soft skills and technical improvement goals in their activity plans.
- Offer positive reinforcement when teams show clear alignment between activity and outcome.
- Emphasize that performance management is ongoing, not limited to annual reviews.

Solution to Exercise 📝

A. Multiple Choice Questions

1. An interior design firm receives multiple complaints from subcontracted site workers regarding delayed payments for their labor. The manager is unsure of how to proceed.

   c. Escalate the complaint in writing to HR or Accounts as per company policy

2. An intern working in the materials library section of the interior design studio files a verbal complaint about repeated rude and dismissive behavior from a senior designer.

   c. Document the complaint and initiate an internal inquiry as per grievance protocol

3. A furniture vendor complains that their invoice is being unfairly held back by the procurement team over a quality issue that was already resolved. They submit a written grievance.

   b. Set up a grievance resolution meeting between vendor and procurement

Guidelines for Conducting Team Building Activity: "The Blind Build"

Before the Activity (Preparation – 10 mins)

1. **Material Setup**
   o For each group (4–6 participants), provide:
     ▪ A set of identical building blocks (LEGO, foam blocks, craft straws, paper shapes, etc.)
     ▪ A reference image of the desired structure (simple but with 4–6 steps of complexity)
     ▪ A blindfold (optional, for added challenge)

2. **Group Formation**
   o Divide class into teams of 4–6 participants.
   o Assign roles:
     ▪ 1 Designer – Sees the reference image
     ▪ 1 Builder – Cannot see the image
     ▪ 2–4 Communicators – Relay verbal instructions from Designer to Builder

3. **Table Arrangement**
   o Designer and Communicators sit at one side; Builder sits at another table or with back turned (no view of image or Designer).
   o Prevent physical contact or gestures between members.

During the Activity (20–30 mins)

Role	Responsibilities
Designer	Studies the image and gives step-by-step instructions to Communicators
Communicators	Act as messengers, relaying instructions to the Builder using only verbal communication
Builder	Listens carefully and builds the structure without seeing the original image

Rules:
- No sketches, hand signals, or pointing allowed
- Communication must be verbal only
- Teams can ask clarifying questions within role restrictions
- Optional Twist: Blindfold the Builder to enhance trust and listening

After the Build (Debrief – 10–15 mins)
1. **Reveal the Original Design**
   o Compare each team's final build with the original reference image.
   o Announce closest matches or funniest deviations (optional).
2. **Discussion Questions (Ask):**
   o What communication challenges did you face?
   o How did Communicators ensure clarity?
   o What strategies helped or hindered progress?
   o How would this experience help in real team projects?
3. **Key Takeaways (Say):**

   This activity mirrors real project dynamics—often we work in teams where not everyone has the full picture. Success depends on clear roles, active listening, and precise communication. Whether on a site, during a client call, or in a project huddle, how we transfer information determines the quality of our collaboration.

Notes for Facilitation
- Choose simple yet distinct reference structures (e.g., pyramid, chair, house facade)
- Encourage teams to strategize silently before starting, but stick to role limits during the game
- Observe team dynamics—interrupt only if rules are broken
- Use humor and light competition to keep energy high
- Optionally, record short clips for peer review or learning playback

8. Procurement Planning, Project Installation and Handover

Unit 8.1 Effective Procurement Planning and Tender Docket

 Unit 8.2 Vendor Exploration

Unit 8.5 Project Installation and Handover

FFS/N0224

Key Learning Outcomes

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

1. Describe various elements of a procurement plan.
2. Discuss key factors and sub-factors contributing to the evaluation of a procurement plan.
3. State the role of market research during the procurement process.
4. Identify appropriate strategy to evaluate the procurement plan.
5. State the technicalities associated with material calculation and optimization processes.
6. Explain how to calculate and optimize the material for project execution and procurement.
7. List all the documentation requisites associated with a tender docket.
8. Explain the role of different documentations in a tender document.
9. Examine the process of tender documents preparation based on required material specifications.
10. Discuss the approval process of vender's shop drawings based on required specifications.
11. List all the quality parameters associated with the QC process of procured materials and explain the quality check procedure of the procured materials.
12. Explain Perform market research to determine suitable vender based on initial client requirements.
13. Explain the process of analysing and approval of vender's shop drawings.
14. Identify suitable quality tests to ensure quality standards of procured materials.
15. Explain the steps involved in the redressal of variations in project execution.
16. Discuss the role of regular quality checks in effective project execution.
17. Examine the worksite for the execution of installation process as per design specifications.
18. Explain how to perform quality check during project installation stage using appropriate tools and equipment.
19. Explain the importance of time management and usage of effective record keeping techniques for project execution.
20. Explain the process of record-keeping and timely reporting to the supervisor.

UNIT 8.1: Effective Procurement Planning and Tender Docket

Unit Objectives

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

1. Describe various elements of a procurement plan.
2. Discuss key factors and sub-factors contributing to the evaluation of a procurement plan.
3. Identify appropriate strategy to evaluate the procurement plan.
4. State the role of market research during the procurement process.
5. State the technicalities associated with material calculation and optimization processes.
6. Explain how to calculate and optimize the material for project execution and procurement.
7. List all the documentation requisites associated with a tender docket.
8. Explain the role of different documentations in a tender document.
9. Examine the process of tender documents preparation based on required material specifications.

Say

Procurement in interior design is much more than buying furniture or materials. It involves detailed planning, vendor coordination, documentation, and compliance. In this unit, we will explore how to develop and evaluate procurement plans, calculate materials accurately, and prepare structured tender dockets. These are critical tools for delivering projects on time, within budget, and to the client's satisfaction.

Ask

- Why do you think procurement planning is essential in interior design projects?
- Have you ever seen a vendor delay impact a design timeline? What could have prevented it?
- What kinds of documents would you expect in a tender package?
- Why is material optimization crucial for budget control?

Explain

Procurement planning ensures that materials are available when needed, sourced from reliable vendors, and aligned with the project's design, timeline, and budget. Without it, delays, cost overruns, and quality issues are likely.

Vendor delay impact a design timeline for instance, delayed lighting delivery held up site handover. This could have been prevented with earlier vendor finalization, lead-time tracking, and backup vendor planning—elements included in a robust procurement plan.

A tender docket includes scope of work, technical specifications, BOQ (Bill of Quantities), design drawings, commercial terms, evaluation criteria, and compliance declarations.

Material optimization prevents over-ordering or under-ordering. It reduces wastage, saves cost, and ensures consistency in materials like flooring or tiles by planning batch numbers, cutting layouts, and delivery phases smartly.

Activity/Demonstration (Do)

Activity 1: Procurement Plan Preparation

Objective: Draft a procurement plan for a sample living room.

Task	Team Output
Choose 4 items (e.g., sofa, curtain, wall panel, lighting)	Fill columns with specs, vendor name, cost, timeline, and delivery notes
Present rationale for vendor choices	Emphasize cost, quality, and lead time

Activity 2: Material Optimization Calculation

Scenario: Calculate how many boxes of engineered wood flooring are needed for a 12 ft x 15 ft room.

Step	Solution
Room Area	12 × 15 = 180 sq. ft.
Box Coverage	1 box = 20 sq. ft.
Base Requirement	180 ÷ 20 = 9 boxes
Add Wastage (10%)	9 × 1.10 = 9.9 → Round up = 10 boxes
Note	Same batch code must be requested for color consistency

Activity 3: Tender Docket Drafting

Scenario: Floating a tender for modular kitchen fabrication.

Sections to Include	Sample Content
Scope of Work	Modular L-shaped kitchen with granite top
Technical Specs	18mm ply, acrylic finish, soft-close hinges
BOQ	6 wall units, 5 base units, chimney duct cut-out
Drawings	Basic layout sketch or image reference
Commercial Terms	Delivery in 15 days, 50% advance, 1-year warranty

Debrief

Procurement and tendering are like the backstage crew of a performance—if it fails, the whole show stumbles. Careful planning, smart calculations, and structured documentation ensure design quality, cost efficiency, and smooth site execution.

Notes for Facilitation

- Encourage the use of real vendor websites/catalogs during the planning exercise.
- Reinforce that a good procurement plan is as important as the design itself.
- Offer quick checks for BOQ formatting, cost accuracy, and completeness.
- Allow peer feedback between groups after presentations.
- Clarify that material optimization supports both budget and sustainability goals.

UNIT 8.2: Vendor Exploration

Unit Objectives

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

1. Discuss the approval process of vender's shop drawings based on required specifications.
2. Explain the process of analysing and approval of vender's shop drawings.
3. List all the quality parameters associated with the QC process of procured materials and explain the quality check procedure of the procured materials.
4. Identify suitable quality tests to ensure quality standards of procured materials.
5. Explain Perform market research to determine suitable vender based on initial client requirements.

Say

Ensuring that vendors meet the quality and technical expectations of a project is vital for successful execution. In this unit, we will understand the process of evaluating vendor shop drawings, conducting market research, and implementing robust quality checks. This ensures materials are as per specifications, safe, and sustainable.

Ask

-   What are vendor shop drawings and why are they important?
-   How do you verify that a material delivered to site meets design specifications?
-   What kinds of quality tests can be conducted on interior materials like wood, tiles, and fabrics?
-   How would you select a suitable vendor for a specific material or component?

Explain

Vendor shop drawings are detailed drawings prepared by subcontractors or material vendors showing how specific components will be fabricated and installed. They help verify the technical correctness of items like false ceilings, cabinetry, and HVAC fixtures. Approval ensures compatibility with the design, structure, and other services on site.

The material delivered to site meets design specifications are verified through a quality check process that includes:

-   Visual inspection upon delivery
-   Cross-checking with the purchase order and technical specifications
-   Sampling for lab or field testing

- Dimensional and physical verification using tools like calipers and moisture meters
- Documentation check (e.g., warranty cards, MSDS, batch labels)
- Tagging and logging approved materials in a QC register

Following are the kinds of quality tests can be conducted on interior materials like wood, tiles, and fabrics:

Material	Test	Purpose
Wood	Moisture Content	Prevents warping
Tiles	Water Absorption, Scratch Test	Ensures durability
Paint	Adhesion Test, Gloss Test	Ensures finish bonding
Fabrics	Rub Test, Colorfastness	Checks wear and fade resistance
Glass	Temper Test, Thickness Test	Ensures safety
Metals	Rust Test, Thickness Gauge	Confirms durability

Vendor selection involves market research based on:
- Client requirements (e.g., eco-friendly, budget-specific)
- Technical capability of the vendor to meet specifications
- Track record (past projects, quality, delivery time)
- Certifications and compliance with standards
- Lead time, cost, and availability

Notes for Facilitation

- Show examples of real vendor shop drawings and QC reports
- Display images of quality test tools (moisture meters, gloss meters, etc.)
- Provide comparative charts of vendor offerings for discussion
- Reinforce the importance of documentation and traceability in vendor management
- Emphasize cross-functional coordination between design, procurement, and site teams

UNIT 8.3: Project Installation and Handover

Unit Objectives ⊙

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

1. Explain the steps involved in the redressal of variations in project execution.
2. Explain the importance of time management and usage of effective record keeping techniques for project execution.
3. Explain the process of record-keeping and timely reporting to the supervisor.
4. Discuss the role of regular quality checks in effective project execution.
5. Examine the worksite for the execution of installation process as per design specifications.
6. Explain how to perform quality check during project installation stage using appropriate tools and equipment.

Say 💬

Once the interior design project reaches the execution phase, successful installation and final handover are the key to ensuring design intent meets actual output. In this unit, we will understand how to manage execution, resolve on-site variations, maintain accurate records, and ensure quality control. This bridges the gap between design planning and final client satisfaction.

Ask (ask)

- What steps are involved when there is a variation or deviation during project execution?
- Why is time management and record-keeping crucial during the installation phase?
- What tools and techniques are used to perform quality checks during installation?
- What is the role of site observation and documentation during project handover?

Explain

Variations are handled through a structured redressal process that includes:

1. **Identification –** Spot deviation during site checks or based on stakeholder input.
2. **Documentation –** Record what's different from the original plan with notes.
3. **Analysis –** Assess cost, time, and quality impact.
4. **Consultation –** Discuss alternatives with design, procurement, and client.
5. **Approval –** Obtain sign-off for revised drawings/specs.
6. **Implementation –** Execute the change.
7. **Verification –** Inspect to ensure it's done correctly.

Time management ensures work is completed without delays or cost overruns. Record-keeping:

- Tracks deliveries, approvals, and deviations
- Helps resolve disputes
- Supports decision-making
- Ensures transparency in reporting
- Aids in billing and final documentation
  Examples include progress reports, snag lists, vendor communication, and inspection logs.

Quality checks are done using tools like:

- Measuring tape and laser levels – to confirm layout dimensions
- Spirit level or plumb bob – to check alignment and verticality
- Material samples and BOQ – to verify material types and batch codes
- Visual inspection – to detect scratches, paint defects, or poor finish
- Circuit testers and thermal scanners – for safety checks
  Documentation is recorded using checklists, annotated photos, and QC reports.

Role of Site observation:

- Confirms work is done as per approved layout and material
- Identifies defects before handover
- Ensures services (electrical, plumbing) are functioning
- Helps generate snag reports and rectification notes

Role of Documentation during this stage:

- Provides a record of work completed
- Ensures compliance and handover readiness
- Supports closure reports and billing accuracy

A sample checklist may include checks for:

- Ceiling and wall finishes
- Electrical switches
- Tile or wood flooring
- Furniture placement and alignment

Notes for Facilitation

- Use a sample project case to illustrate how a false ceiling variation is managed
- Show physical or digital examples of a snag list or inspection checklist
- Bring simple QC tools (tape measure, spirit level) for demo
- Reinforce how small documentation habits lead to big quality outcomes
- Discuss real-world errors caused by poor time planning or unchecked deviations

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

Summary of Evaluation (Group Output)

Evaluation Area	Findings	Suggestions
1. Cost-effectiveness	The sofa and modular furniture are within budget, but light fixtures exceed the limit by 20%.	Source alternative lighting options from local vendors to reduce cost.
2. Timeline Feasibility	Delivery timelines for imported tiles (30 days) may cause delays.	Propose using similar locally available tiles to meet the project schedule.
3. Vendor Reliability	3 out of 5 vendors have strong past performance; 2 are new.	Seek references or certifications from new vendors.
4. Quality Standards	All specified materials meet durability norms; one item lacks fire safety rating.	Replace or upgrade the carpet material to include fire-resistant properties.
5. Risk and Contingency	No mention of backup vendors for marble and wallpaper.	Add at least one alternate vendor for high-risk items.
6. Compliance with Design Specs	Most items align with material board; dining chairs differ in finish.	Match fabric/finish with approved concept board or seek client approval for change.

Key Observations Summary (For Presentation)

1. One lighting element exceeds budget and should be replaced with an alternative.
2. A few vendor timelines pose delivery risk—local substitutes recommended.
3. Backup vendors missing for critical materials—needs contingency planning.
4. Quality compliance is mostly met, but one item fails safety requirements.
5. Vendor reliability is strong overall, though references needed for two new suppliers.
6. One furniture item does not match approved design; needs review and alignment.

Conclusion (Wrap-up Point for Verbal Presentation)

Our evaluation shows the procurement plan is about 80% aligned with the project goals, but requires key updates related to timeline risk, vendor backup, and budget control. We suggest small corrections now to avoid major delays or redesign costs later.

Solution for Hands-On Exercise: Material Calculation & Optimization

Sample Solution

Room Dimensions:
- Length = 25 ft
- Width = 16 ft
- Height = 10 ft

Task 1: Calculate Tile Boxes for Flooring

Step 1: Floor Area
= Length × Width
= 25 ft × 16 ft = **400 sq. ft.**

Step 2: Tile Coverage
1 box of tiles = 15 sq. ft.

Required Boxes (without wastage)
= 400 ÷ 15 ≈ **26.67 boxes**

Add 8% Wastage:
= 26.67 × 1.08 ≈ **28.8 boxes**

Optimized Final Quantity
= **29 boxes**

Task 2: Calculate Paint Required for Walls (2 coats)

Step 1: Total Wall Area

There are 4 walls:
- Two walls of 25 ft × 10 ft = 2 × 250 = 500 sq. ft.
- Two walls of 16 ft × 10 ft = 2 × 160 = 320 sq. ft.

Total Wall Area (1 coat) = 500 + 320 = **820 sq. ft.**
Total Area for 2 coats = 820 × 2 = **1640 sq. ft.**

Paint Coverage = 1 litre = 120 sq. ft.

Litres Needed (without wastage)
= 1640 ÷ 120 ≈ **13.67 litres**

Add 5% Wastage
= 13.67 × 1.05 ≈ **14.35 litres**

Optimized Final Quantity
= **15 litres**

Task 3: Summary of Optimized Quantities

Material	Base Qty	Wastage %	Final Qty
Vitrified Tiles (Boxes)	26.67	8%	**29 boxes**
Wall Paint (Litres)	13.67	5%	**15 litres**

Task 4: Technique to Reduce Material Wastage

Use accurate site measurements and cutting plans before tile laying to avoid over-cutting. Also, plan wall painting in even zones to minimize overlap and repainting.

Guidelines and Sample Solution for Hands-On Exercise: Conduct Market Research to Identify Possible Vendors

Preparation Before Class

1. **Print or Share Templates:**
   - Vendor Details Sheet (Table 7.2.1)
   - Vendor Evaluation Matrix (Table 7.2.2)
2. **Decide Research Mode:**
   - Allow online research in class or assign physical market visits as homework.
   - Provide sample brand sites: Green ply, Century Ply, Asian Paints, Kajaria, D'Decor, etc.
3. **Form Groups:**
   - Create groups of 2–4 participants.
   - Assign each group one material type:
     - Plywood for modular furniture
     - Premium emulsion paint
     - Vitrified floor tiles (600x600 mm)
     - Curtain fabrics (sheer and blackout)

During Class Execution

1. **Briefing (10 mins)**
   - Explain the goal: shortlisting 3 suitable vendors per group based on assigned material.
   - Walk through the evaluation matrix: scoring 1–5 on defined criteria with respective weights.
2. **Research Phase (30–40 mins)**
   - Allow participants to explore:
     - IndiaMART / JustDial / TradeIndia
     - Brand sites and dealer locators
     - Retailers in local markets (if previously visited)

- o Instruct them to fill:
  - Vendor Details Sheet
  - Vendor Evaluation Matrix

3. **Presentation (5 mins per group)**
   - o Each group presents:
     - Their top 3 vendors
     - Summary of findings
     - Final recommendation with justification

Facilitation Tips

- Emphasize the importance of:
  - o Comparing not just price, but lead time, quality, brand value, after-sales support, etc.
  - o Using vendor rating systems like weighted scoring for objectivity.
- Encourage use of visuals/logos during presentation to make it more realistic.
- Discuss how this method helps in actual procurement planning and minimizing project risk.

Debrief (10 mins)

- Ask:
  - o What challenges did you face while identifying vendors?
  - o Did any vendor score high in one area but low in another? How did you balance it?
  - o How would your vendor selection differ for a luxury vs mid-range project?
- Summarize:
  - o Vendor selection is not only about price but about alignment with project goals and risk management.
  - o Systematic comparison tools like this matrix help teams make data-informed decisions.

Sample Solution

Material Assigned: Premium Emulsion Paint (Interior Use)

Vendor Details Sheet (Table 7.2.1)

Sl. No.	Vendor Name	Location	Brand Offered	Contact No.	MOQ	Lead Time	Additional Notes
1	Kiran Paints	Delhi	Asian Paints Royale	9876543210	20 litres	3–5 days	Offers site delivery, GST bill
2	ColourKart	Online (Pan-India)	Berger Silk	9998887776	1 bucket (10L)	2 days (courier)	eCommerce based, credit card accepted
3	Shade & Shine Hardware	Gurgaon	Dulux Velvet Touch	8976543210	25 litres	4–6 days	Includes on-site consultation if requested

Vendor Evaluation Matrix (Table 7.2.2)

Vendor Name	Cost (20%)	Availability (15%)	Quality (25%)	Lead Time (15%)	Client Preference (10%)	After-Sales Support (15%)	Total Score (out of 100)
Kiran Paints	4 (8)	5 (7.5)	5 (12.5)	4 (6)	5 (5)	4 (6)	**45 + 6 + 5 + 12.5 + 7.5 + 8 = 84**
ColourKart	5 (10)	4 (6)	4 (10)	5 (7.5)	4 (4)	3 (4.5)	**10 + 6 + 10 + 7.5 + 4 + 4.5 = 76**
Shade & Shine Hardware	3 (6)	4 (6)	5 (12.5)	3 (4.5)	5 (5)	5 (7.5)	**6 + 6 + 12.5 + 4.5 + 5 + 7.5 = 81.5**

Group Summary

- **Top Choice:** Kiran Paints – Offers best balance of cost, quality, and lead time. High client preference score and reliable vendor with past project history.
- **Second Choice:** Shade & Shine – Slightly costlier, but excellent support and brand offering. Ideal for premium projects.
- **Third Choice:** ColourKart – Good for budget flexibility and eCommerce convenience, but limited after-sales interaction.

Presentation Summary Points

- Kiran Paints scored highest in quality and availability.
- Online vendors like ColourKart are fast but have weaker support.
- Choosing a vendor is not just about lowest cost—it's about dependability and service quality.

9. Health, Safety and Hygiene Protocols while Designing

Unit 9.1 - Health and Safety Protocols

Unit 9.2 - Hygiene, PPE and Worksite Practices

Unit 9.3 - Emergency Preparedness and Response

Unit 9.4 - Safety Signs

FFS/N8207

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 9.1: 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 vapors 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 9.2: 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?

Explain 🗂

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.

   Do

   o Ensure that each group discusses not only the types of hazards but also why the selected PPE is suitable for each specific task.

   o Encourage participants to consider PPE beyond basic equipment, such as respirators, gloves, or hearing protection.

   o Offer examples from various industries to broaden the understanding of hazard types (construction, manufacturing, laboratories, etc.).

   o Answer all the queries/doubts raised by the trainees in the class.

   o Encourage other trainees to answer problems and boost peer learning in the class.

   o Guide the trainees throughout the activity.

   o Ensure that all trainees participate in the activity.

5. **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 9.3: 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

- Ask the participants:
  - 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**
   - o Fire, electrical short-circuit, chemical spills, equipment failure, natural disasters, etc.
2. **Emergency Response Protocols**
   - o Evacuation procedures
   - o Fire drill procedures
   - o Using fire extinguishers and emergency exits
   - o Roles of safety marshals and first responders
3. **First Aid and CPR Awareness**
   - o Basic knowledge of how to respond until medical help arrives
   - o Introduction to emergency contact lists and on-site medical kits
4. **Safety Signage and Communication**
   - o Importance of safety signage (exit signs, fire extinguisher locations, etc.)
   - o Use of alarms, megaphones, and PA systems for alerts
5. **Creating a Response Plan**
   - o Importance of mock drills and continuous awareness training
   - o Assigning roles and responsibilities during emergencies
   - o 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 9.4: 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

- Ask participants the following questions to initiate discussion:
  o Have you ever seen hand signals being used on construction or busy worksites? Can you describe any?
  o 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 (Activity Suggestion)

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 signaling 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 signaling.
- 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 (Do)

Activity 1: Execute a Fire Drill and How to Use a Fire Extinguisher
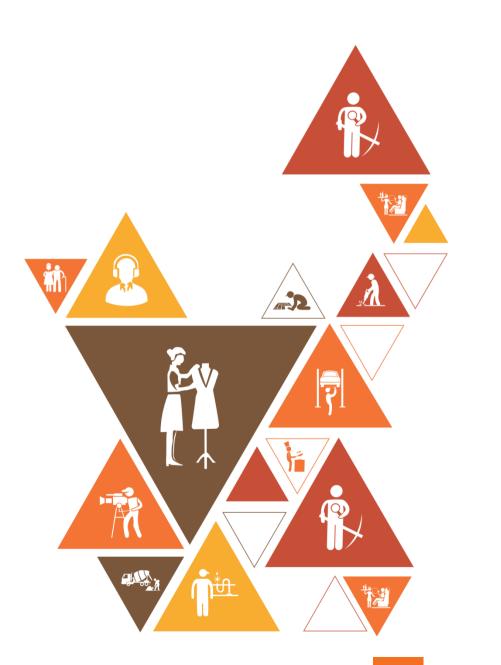
Materials Required:
- Fire extinguisher (preferably a demo or empty training model – ABC type recommended)
- Safety cones or boundary markers to define safe areas
- Fire alarm or simulation buzzer
- Smoke machine or poster indicating "fire zone" (optional for demonstration)
- Printed fire evacuation 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)
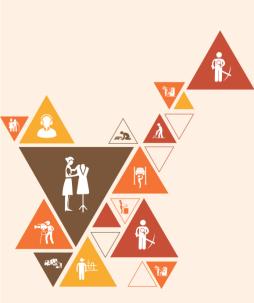
10. Material Conservation and Resources Optimization

Unit 10.1 - Resource Optimization

Unit 10.2 - Sources of Energy and Consumption

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 10.1: 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, labor, 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, labeling, 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 10.2: 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.

Notes for Facilitation

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

Say

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

Ask

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

Explain

- **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 favor renewable energy wherever possible to align with long-term environmental goals.

Notes for Facilitation

- 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.
   o Accurate measurement and planning to avoid material wastage.
   o Reusing and recycling materials where possible (e.g., using reclaimed wood).

4. What are the benefits of using energy-efficient appliances?
   o They reduce energy consumption, resulting in lower electricity bills.
   o 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:
   o Identifying all energy-consuming equipment
   o Recording power ratings and usage patterns
   o Calculating total energy usage
   o Analyzing data to find inefficiencies
   o Recommending energy-saving measures like LED lights or equipment maintenance.

11. Employability Skills

Employability Skills is available at the following location

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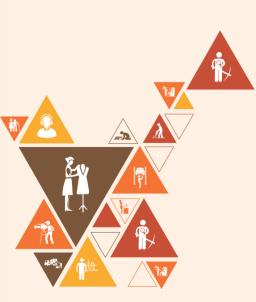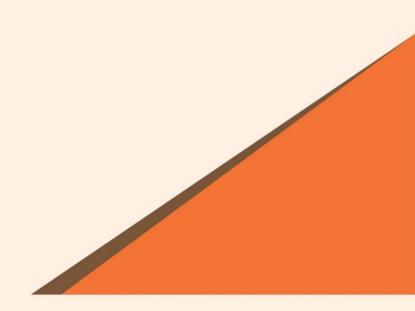
12. Annexure

Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Interior Designer		
Qualification Pack Name & Ref. ID	Interior Designer (FFS/Q0204)		
Version No.	V2.0	**Version Update Date**	
Pre-requisites to Training	Completed 2nd year of 3-year/ 4-years UG Or Pursuing 2nd year of 3-year/ 4-years UG and continuing education Or Completed 2nd year of diploma (after Grade 12) Or Pursuing 2nd year of 2-year diploma after Grade 12 Or Grade 12 pass with 2 years of any combination of NTC/NAC/CITS or equivalent. Or Completed 3-year diploma after Grade 10 with 1 year of relevant experience Or Grade 12 pass with 1-year of NTC/NAC with 1 year of relevant experience Or Completed 1st year of 3-year/ 4-years UG with 1 year of relevant experience Or Grade 12 pass with 2 years of relevant experience Or Grade 10 pass with 4 years of relevant experience Or Previous relevant Qualification of NSQF Level 4.5 (Assistant Interior Designer) with 1.5 years of relevant experience Or Previous relevant Qualification of NSQF Level 4.0 (Draughtsperson (Interior Design)) 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 Interior Designer.
	• List the different types of advanced Interior Projects, Products, Materials, and Hardware.
	• Describe the process of identifying and assessing client requirements.
	• Demonstrate the process of defining a Tentative Scope of Work (TSOW).
	• Explain the requisites involved in project planning and estimation process.
	• Demonstrate the process of effective team and task delegation.
	• State the importance of timely supervision and monitoring of on-site work.
	• Design and develop an effective grievance redressal mechanism.
	• Conduct market research based on required material specifications.
	• Design and develop concepts, drafts, and plans in the designing process.
	• Discuss the process of designing mood boards, 3D renders, miniatures, drawings/layouts and their importance in interior designing process.
	• List various pre-requisites involved in final approval of drawings and specifications.
	• Perform selection of material specifications and finishes based on approved colour palettes and mood boards.
	• Demonstrate the process of designing a procurement plan and various elements involved in it.
	• Conduct vendor exploration based on market research and required specifications.
	• Discuss the process of project handover and client signoff.
	• Discuss various aspects of employability skills and employ such practices towards personal and organizational growth.
	• Follow and ensure the compliance of the Occupational Health & Safety protocols while designing.
	• Explain the methods for material conservation and resource optimization during interior designing.

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/ N0220 KU1 FFS/N0221 KU1 FFS/N0222 KU1 FFS/N0223 KU1 FFS/N0224 KU1	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 Interior Designer	• Identify the attributes and essential skill sets required for an Interior Designer. • Define the role, responsibilities, and key result areas of for an Interior Designer. • List the various operations/activities that take place at the worksite and Interior designer role in the same. • List the regulatory authorities, laws, and regulations related to an individual while working. • Identify the importance of job cards and timely reporting to supervisors in employee performance evaluation.	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)	2 Theory (02:00) Practical (00:00)
	Unit 1.3 – Career Progression	• Outline the career progression path for an 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)	2 Theory (02:00) Practical (00:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
Module 2: Introductio n to Various Types of Interior Projects, Products, Materials, and Accessories Chain	Interior Design Basics and Process Flow	• Define interior drafting, interior designing, and interior project management. • 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. • Analyze 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.	Bridge Module FFS/N0223 FFS/ N0220 KU13 FFS/N0221 KU13 FFS/N0222 KU13 FFS/N0223 KU13 FFS/N0224 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 (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)
	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/N0223 FFS/ N0220 KU22 FFS/N0221 KU22 FFS/N0222 KU22 FFS/N0223 KU22	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 (03:00) Practical (05:00) 6

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
			FFS/N0224 KU22			Theory (02:00) Practical (04:00)
Module 3: Identify and Assess the Project Details	UNIT 3.1: Deliberation with Clients	• Explain the key design parameters involved in deliberation with clients. • List a set of questions for analyzing client info during project deliberations. • Analyze the client profile to determine project execution feasibility. • Identify the process of evaluating and identifying client info for project execution feasibility.	FFS/ N0220 PC1,PC2,PC3 KU2,KU9,KU10 FFS/N0221 KU2 FFS/N0222 KU2 FFS/N0223 KU2 FFS/N0224 KU2	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 3.2: Recee/Site Surveys and Scope of Work	• Describe the process of identifying feasibility for conducting recce/site survey. • List the factors contributing to determining the scope of work and project feasibility. • Examine the worksite layout to determine the scope of work. • Interpret the scope of work from recce/site survey based on the client's requirement.	FFS/ N0220 PC4,PC5,PC6,PC7,KU11 FFS/N0221 KU11 FFS/N0222 KU11 FFS/N0223 KU11 FFS/N0224 KU11	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) 6 Theory (00:00) Practical (06:00)
Module 4: Defining Tentative Scope of Work and Planning for Team and Task Delegation	UNIT 4.1: Effective Team Delegation	• Explain the importance of effective team delegation based on the specific skill set of team members. • Explain how to perform team delegation for conducting site recce based on project scope. • Explain the rules which guide in selecting the tasks for delegation to the appropriate person. • State the importance of delegating tasks for effective execution of the project in adherence to work timelines and	FFS/N0221 PC1,PC2,PC3,PC4 FFS/ N0220 KU14 FFS/N0221 KU14 FFS/N0222 KU14 FFS/N0223 KU14 FFS/N0224	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

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		schedules. • Explain the process of delegating tasks and responsibilities effectively.	KU14			(04:00) 6 Theory (00:00) Practical (06:00)
	UNIT 4.2: Site/ Recce Survey and Reports	• Explain the SOP involved in conducting site survey/recce and the role of client POCs and external agencies in the process. • Identify the documentation formalities associated with the site survey/recce activity. • Identify the different factoring contributing to the development of the effective and accurate recce report. • Perform site survey/recce based on the specified scope of work details. • Examine the recce report based on details collected during site survey/recce.	FFS/N0220 PC7, KU17,KU18 FFS/N0221 KU17,KU18 FFS/N0222 KU17,KU18 FFS/N0223 KU17,KU18 FFS/N0224 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)	8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00) 6 Theory (00:00) Practical (06:00)
Module 5: **Project Planning Estimation, Supervision and Monitoring of on-Site Work**	UNIT 5.1: Project Scope Definition and Assessment	• Discuss the usage, elements, and importance of project plans, block estimates, and quotations in preparing the scope of work. • Explain how to prepare the block estimate and quotation based on client and interior designing requirements. • Explain the various factors involved in preparing a project plan and contributing to its development process. • Explain how to prepare	FFS/ N0220 PC8,PC9,PC 10 FFS/ N0220 KU7,KU15,K U16,24 FFS/N0221 KU7,KU15, KU16,24 FFS/N0222 KU7,KU15, KU16,24 FFS/N0223	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

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		a project plan based on the given project timeline, schedules, and team availability. • Identify all the elements involved in designing work timelines and schedules. • Explain the process of preparing work timelines and schedules based on the effective demarcation of materials and resources. • Identify the various communication channels for effective communication with others. • Explain the process of record-keeping and timely reporting to the supervisor. • Identify the correct way of documenting the feedback, updates, and information received. • Identify the steps involved in performing client walk-throughs and inspections.	KU7,KU15, KU16,24 FFS/N0224 KU7,KU15, KU16,24			Theory (04:00) Practical (04:00) 6 Theory (00:00) Practical (06:00)
	UNIT 5.2: Advanced Project Estimation and Budgeting Techniques	• Explain the method of calculating project budget parameters based on project execution requirements. • State the importance of cost variance in project management. • List the steps involved in incorporating cost changes during project execution. • Identify suitable tools to prepare a project budget. • Explain the process of estimating material cost and requirement for budget calculation. • Evaluate the financial performance during project execution using the cost variance process.	FFS/N0221 FFS/ N0220 KU19,KU20, KU21 FFS/N0221 KU19,KU20, KU21 FFS/N0222 KU19,KU20, KU21 FFS/N0223 KU19,KU20, KU21 FFS/N0224 KU19,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 (04:00) Practical (04:00) 8 Theory (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	UNIT 5.3: Supervision and Monitoring of Project Execution	• Explain the role of a work monitoring plan in project execution. • Explain Prepare an effective work monitoring plan for project execution. • Identify various methods and techniques associated with monitoring a project. • Appraise the importance of providing regular work updates to the supervisors. • State the significance of the feedback mechanism in the program's overall efficiency. • State the importance of client walk-throughs and inspections in the efficiency of the project execution.	FFS/N0221 PC5, PC6, PC7, PC8 FFS/ N0220 KU12 FFS/N0221 KU12 FFS/N0222 KU12 FFS/N0223 KU12 FFS/N0224 KU12	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) 6 Theory (00:00) Practical (06:00)
Module 6: **Market Research, Design Conceptualization and Development**	UNIT 6.1: Conduct Market Research and Trend Analysis	• List all the standards, rules, and regulations associated with interior designing. • Explain how to employ appropriate rules and regulations while performing interior design work. • 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 the importance of regular market research in the identification of different types of materials based on project feasibility. • Conduct market research based on initial client requirements for market trends and new technologies.	FFS/N0222 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) 6 Theory (00:00) Practical (06:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
	UNIT 6.2: Mood Boards, 3D Renders, and Miniature Models Development	• Explain the steps involved in designing of drafts of mood boards, 3D renders, and miniatures. • Identify the role of mood boards, miniatures/models, 3D renders in the interior designing and execution process. • Explain the process of review and modification of miniatures/models and 3D render based on appropriate tools and software's. • Identify effective client deliberation skills while presenting concepts, drawings, mood boards, 3D renders, miniatures, etc. • Explain how to prepare mood boards, miniatures/models, 3D renders based on approved design specifications. • Explain the designing process of miniatures, models, 3D render based on specified specifications.	FFS/N0222 PC4, PC 5, PC6,PC7, PC8,PC9, KU8,KU16,KU17,KU18 FFS/N0223 PC1,KU8,KU9 FFS/ N0220 KU8 FFS/N0221 KU8 FFS/N0224 KU8	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 (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)
	UNIT 6.3: Design Documentation: Technical Drawings and Specifications	• Explain various visualization techniques associated with the designing process. • List all the factors contributing to the effective design visualization process.	FFS/N0222 PC4,PC5,PC6 FFS/N0223	Classroom lecture/ Power-Point Presentation/ Question & Answer and Group Discussion Hand-on Activity	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
		• Appraise effective design visualization skills while preparing scope of work. • Explain how specified materials get used in different ways based on design requirements. • Perform design deliberation with concerned teams based on project execution parameter. • Explain the correct way of documenting the feedback, updates, and information received.	PC7,PC8,KU13,KU14,KU15,KU16,KU17,KU18		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) 7 Theory (00:00) Practical (07:00)
	UNIT 6.4: Design Dockets Finalisation and Client Approvals	• List all the technicalities associated with an interior design docket. • Explain the quality parameters associated with the efficient project designs. • Explain the steps involved in the approval of FSOW from the client and supervisor. • Discuss the role of various elements in construction structures affecting interior designing. • State the importance of adherence to standard construction parameters for effective interior designing.	FFS/N0223 PC1,PC2,PC3,PC4,PC5,PC7,PC8 FFS/ N0220 KU23 FFS/N0221 KU23 FFS/N0222 KU23 FFS/N0223 KU23 FFS/N0224 KU23	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
		• Describe the process of designing and maintaining the Approved for Construction (AFC) drawings and their implementation procedures. • Perform validation of Approved for Construction (AFC) drawings based on specified instructions. • State the importance of validating final drawings based on the specified timeline, budget, and material specifications. • Explain the process of checking project designs based on specified instructions. • Examine the approved drawings/designs for the approved specifications and client requirements.				8 Theory (03:00) Practical (05:00) 8 Theory (00:00) Practical (08:00) 5 Theory (00:00) Practical (05:00)
Module 7: **Grievance Handling Mechanism**	UNIT 7.1: Grievance Redressal Mechanism	• Explain the role of the organizational policies in a grievance redressal mechanism. • State the importance of an efficient and effective grievance redressal mechanism. • Explain suitable techniques and methods to address and resolve queries, concerns, and requests effectively.	FFS/N0221 PC10, PC11, PC12,KU22	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) 6 Theory (00:00) Practical (06:00)
	UNIT 7.2: Team Building and Performance Management	• Discuss the impact of team building and training activities on the quality and efficiency of employee performance. • List various group activities and exercises to be inducted into the performance management plan. • Appraise suitable methods to design and	FFS/N0221 FFS/ N0220 KU3 FFS/N0221	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 (04:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
		implement team building and training activities	KU3 FFS/N0222 KU3 FFS/N0223 KU3 FFS/N0224 KU3		and Internet with Wi-Fi (Min 2 Mbps Dedicated)	
Module 8: **Procurement Planning, Project Installation and Handover**	UNIT 8.1 Effective Procurement Planning and Tender Docket	• Describe various elements of a procurement plan. • Discuss key factors and sub-factors contributing to the evaluation of a procurement plan. • Identify appropriate strategy to evaluate the procurement plan. • State the role of market research during the procurement process. • State the technicalities associated with material calculation and optimization processes. • Explain how to calculate and optimize the material for project execution and procurement. • List all the documentation requisites associated with a tender docket. • Explain the role of different documentations in a tender document. • Examine the process of tender documents preparation based on required material specifications	FFS/N0224 PC1,PC2,PC3,KU10 FFS/N0221 PC9	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) 6 Theory (00:00) Practical (06:00)
	UNIT 8.2 Vendor Exploration	• Discuss the approval process of vender's shop drawings based on required specifications. • Explain the process of analyzing and approval of vender's shop drawings. • List all the quality parameters associated with the QC process of procured materials and explain the quality check procedure of the procured materials.	FFS/N0224 PC4,PC5,PC6.KU10,KU11,KU12 FFS/ N0220 KU19 FFS/N0221 KU19	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	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
		• Identify suitable quality tests to ensure quality standards of procured materials. • Explain Perform market research to determine suitable vender based on initial client requirements.	FFS/N0222 KU19 FFS/N0223 KU19 FFS/N0224 KU19		Mbps Dedicated)	(04:00) Practical (04:00) 6 Theory (00:00) Practical (06:00)
	UNIT 8.3 Project Installation and Handover	• Explain the steps involved in the redressal of variations in project execution. • Explain the importance of time management and usage of effective record keeping techniques for project execution. • Explain the process of record-keeping and timely reporting to the supervisor. • Discuss the role of regular quality checks in effective project execution. • Examine the worksite for the execution of installation process as per design specifications. • Explain how to perform quality check during project installation stage using appropriate tools and equipment.	FFS/N0224 PC7,PC8,PC 9,PC10 FFS/ N0220 KU6,KU24 FFS/N0221 KU6,KU24 FFS/N0222 KU6,KU24 FFS/N0223 KU6,KU24 FFS/N0224 KU6,KU24	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) 6 Theory (00:00) Practical (06:00)
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. • Analyze and identify worksite site hazards during construction and subsequent maintenance. • Explain the importance	FFS/N8207: PC1, PC2,PC3,PC 4 PC5,PC6,PC 7 PC8 FFS/ N0220 KU4, KU5 FFS/N0221 KU4, KU5 FFS/N0222 KU4, KU5 FFS/N0223 KU4, KU5 FFS/N0224 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
		of an effective health and safety plan during project execution. • Explain how to design and implement a health and safety plan for the worksite.				
	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, and personal hygiene. • Explain the importance of workplace sanitization and demonstrate the correct way of sanitizing and washing hands.	FFS/N8207: PC9, PC10,PC11, PC12, PC13,PC14, KU15 KU16,KU17, KU18 FFS/ N0220 KU4, KU5 FFS/N0221 KU4, KU5 FFS/N0222 KU4, KU5 FFS/N0223 KU4, KU5 FFS/N0224 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)
	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 emergency and demonstrate CPR. • Identify all the concerned control measures while working at the worksite.	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
		• 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 11: Material Conservati-on and Resources Optimizati-on	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, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	4 Theory (04:00) Practical (00:00)
	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,PC19, 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)	6 Theory (02:00) Practical (04:00)

Module Name	Session Name	Session Objectives	NOS	Methodology	Training Tools/Ads	Duration
						Theory: 206:00 Practical: 334:00
ES						Theory: 30:00 Practical: 30:00
OJT						240:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria	
Job Role	Interior Designer
Qualification Pack	FFS/Q0204, V2.0
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.)
8	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/N0220: Assist in client servicing and defining scope of work for different projects	*Identify the nature/type of project in line with client requirements*	**8**	**15**	**6**	**2**
	PC1. analyze the project details based on client interaction and first-hand information like layouts & drawings, design references, FF&Es, etc.	2	5	2	1
	PC2. analyze the worksite layouts for interpreting site conditions, products type requirements, design requirements, etc. and determine the stage of the project	3	5	2	-
	PC3. determine the nature/type of project, need for conducting the site survey/recce, etc.	3	5	2	1
	Conduct site survey/recce to determine tentative scope of work	**9**	**20**	**8**	**1**
	PC4. assign a concerned team for site survey/recce and instruct them about site layouts and project requirements	2	5	2	-
	PC5. perform site survey with the client and concerned teams in coordination with external agencies based on the project's scope of work	2	5	2	-
	PC6. supervise the preparation and timely submission of the recce reports, including the site pictures and measurements details	2	5	2	-
	PC7. analyze the site survey/recce reports in line with the client's first-hand information, initial brief, and determine the tentative scope of work	3	5	2	1

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Define the scope of work and assist in project planning and estimation	8	15	6	2
	PC8. prepare the project plan, block estimates (based on square feet), quotations, timelines in line with the indicative scope of work	3	5	2	1
	PC9. participate in internal and client interaction to ascertain the final scope of work for projects	2	5	2	-
	PC10. ensure proper maintenance and update of the project records, like Project Files, Design Dockets, Minutes of the Meeting, Quotations, finale scope of work, etc.	3	5	2	1
	NOS Total	25	50	20	5

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects	*Prepare project plan & allocate resources for various projects*	8	24	8	2
	PC1. prepare project plan, define delivery timelines, team requirements, etc. in line with finalized scope of work	2	8	2	1
	PC2. ensure proper demarcation of team and resources for an effective execution as per the project timelines of the respective project	2	6	2	-
	PC3. prepare and allocate team budgets for the project execution purposes	2	6	2	-
	PC4. assist supervisor in devising an effective work monitoring plan for the project	2	4	2	1

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Ensure proper supervision, monitoring and timely update of various projects	10	15	8	3
	PC5. define the work timelines and schedules for the design team based on task delegation	2	5	2	1
	PC6. organize regular work review meetings with the team to get feedback and updates	2	2	2	-
	PC7. assist in performing client inspections and ensure suggested changes get implemented	2	2	2	-
	PC8. identify and intimate senior authorities in case of cost changes during project execution and take requisite approvals, if required	2	3	1	1
	PC9. prepare and maintain approvals and handover documents of multiple projects	2	3	1	1
	Ensure proper handling of team grievances/queries and conduct of training programs	6	12	4	-
	PC10. ensure proper documentation of the departmental works for record-keeping	2	4	2	-
	PC11. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies	2	4	-	-
	PC12. conduct team building and training activities to ensure the quality and efficiency	2	4	2	-
	NOS Total	24	51	20	5

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects	*Perform research on latest trends, developments, and legal guidelines*	6	12	6	-
	PC1. ensure that the requisite designing work is carried out in line with current government policies and taxations	2	4	2	-
	PC2. perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions	2	4	2	-
	PC3. perform research on different material and vendors for Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Fabric, Rugs, Curtains etc.	2	4	2	-
	Develop design concepts/plans in coordination with concerned teams	6	20	6	2
	PC4. visualize design concepts in line with client brief and finalized scope of work	2	10	3	1
	PC5. perform design discussions with the concerned teams about the space management, project timelines, budget and design alternatives, etc.	2	5	2	1
	PC6. organize regular work review meetings with the team to get feedback and updates on project designing	2	5	1	-
	Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts	6	25	8	3
	PC7. perform client discussion on drafts of mood boards, 3D renders, miniatures and	2	5	2	1

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	implement suggested changes based on feedback				
	PC8. facilitate and guide team members in development of the mood boards, miniatures/models, 3D renders factoring in terms of color palette, finishes, materials, etc. and supervise the designing process	2	10	3	1
	PC9. review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes	2	10	3	1
	NOS Total	**18**	**57**	**20**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0223: Assist in finalizing of Project design dockets, selection of material and execution of various projects	*Ensure requisite approvals and sign offs*	**3**	**10**	**4**	**1**
	PC1. propose and finalize the design alternatives, renders, models, mood boards with the client	2	5	2	1
	PC2. seek requisite approvals from client and supervisor on the Final Scope of Work (FSOW)	1	5	2	-
	Check and approve project drawings and specifications	**8**	**30**	**10**	**2**
	PC3. instruct the concerned teams to adhere specific construction parameters affecting project designing like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc.	2	5	2	-
	PC4. perform checking of technical details in project designs based on specified instructions	2	10	3	1
	PC5. validate the Approved for Construction (AFC) drawings and	2	10	3	1

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	specifications including installation and functioning of the proposed products				
	PC6. ensure the prepared drawings are in line with the specified timeline, budget, and material	2	5	2	-
	Ensure proper material selection and approval of finishes	4	20	6	2
	PC7. perform final selection of the project materials including Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Curtains, etc.	2	10	3	1
	PC8. select and approve surface finish, furniture fittings, fabrics, rugs, etc. based on approved project designs	2	10	3	1
	NOS Total	**15**	**60**	**20**	**5**

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0224: Assist in procurement management and site installation of multiple projects	*Supervise procurement process*	6	18	6	2
	PC1. assist in evaluating the procurement plan in line with the budget and required quality	2	8	2	1
	PC2. supervise the preparation of tender documents like Bill of Quantity (BOQ), material specification sheet, Furniture Fittings & Equipment (FF&E), etc.	2	8	2	1
	PC3. ensure proper monitoring of the material calculation and optimization processes	2	2	2	-
	Assist in vendors exploration and materials selection	6	24	6	2

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC4. conduct market research, visits, prototyping, etc. for selection of proper vendors	2	8	2	1
	PC5. ensure the requisite approvals on the shop drawings received from multiple vendors	2	8	2	1
	PC6. perform review/inspection of the procured materials	2	8	2	-
	Monitor onsite coordination, installation and client handover	**8**	**13**	**8**	**1**
	PC7. supervise the on-site project installation process	2	4	2	-
	PC8. perform regular quality checks of the installation work at on-site and redressal of variations	2	4	2	-
	PC9. assist in compliance with the statutory and regulatory requirements related to the worksite	2	1	2	-
	PC10. ensure review and timely submission of the completion report and client handover	2	4	2	1
	NOS Total	**20**	**55**	**20**	**5**

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,	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	citizenship, responsibility towards society etc. and personal values and ethics such as 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	-	-	-	-
	PC11. prepare a career development plan with short-	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	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 internet operations securely and safely	-	-	-	-
	PC21. use e- mail and social media platforms and virtual	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	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 Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	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/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. analyze 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	-
	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	1	3	2	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	execution phase concerning designing				
	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	-
	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	1	3	1	-

Assessable Outcome	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	environment-friendly fuels in project designs				
	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**	-

Annexure III

List of QR Codes Used in PHB
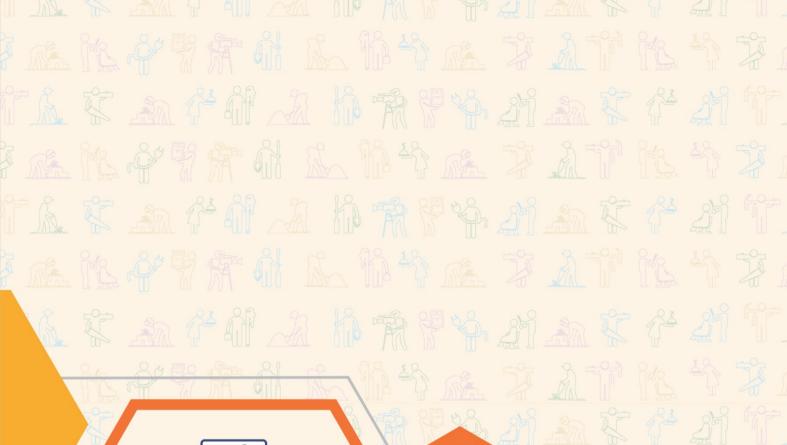
Module No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 1: Introduction to the Role of Interior Designer	Unit 1.1 - Interior Design Industry and Organizational Structure	Introduction to FFSSC		https://www.youtube.com/watch?v=QDdZ3P9IYf4	
	Unit 1.2 - Roles & Responsibilities as Interior Designer	Role of an Interior Designer		https://www.youtube.com/watch?v=fkzqQQ4J0b0	
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 No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 3: **Identify and Assess the Project Details**	Unit 3.1 – Deliberation with Clients	INTERIOR DESIGN - SITE ANALYSIS		https://www.youtube.com/watch?v=YX-3O82xEQ0	
	Unit 3.2 - Recee/Site Surveys and Scope of Work	How to Write Scope of work?		https://www.youtube.com/watch?v=oacSSamqP6s&list=PLY4FBBsBYJZ1_jz_4LCeiGhM9NK17O9lr	
Module 4: **Defining Tentative Scope of Work and Planning for Team and Task Delegation**	UNIT 4.1: Effective Team Delegation	Boost Team Productivity		https://www.youtube.com/watch?v=l7Xqv6nzd6U	
	UNIT 4.2: Site/ Recce Survey and Reports	HOW TO TAKE SITE MEASUREMENT		https://www.youtube.com/watch?v=xHY2fVTvITI	
Module 5: **Project Planning Estimation, Supervision and Monitoring of on-Site Work**	Unit 5.2 Advanced Project Estimation and Budgeting Techniques	**How to Create a Project Budget**		https://www.youtube.com/watch?v=LwnLNMTOQFk	
Module 6: **Market Research, Design Conceptualization and Development**	Unit 6.2 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 No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 7: Grievance Handling Mechanism	Unit 7.1: Grievance Redressal Mechanism	Complaints Handling the ISO 10002 Way		https://www.youtube.com/watch?v=YLh2Q2MSerI	
	Unit 7.2: Team Building and Performance Management	Performance Management		https://www.youtube.com/watch?v=WYMr8NZdG54	
Module 8: Procurement Planning, Project Installation and Handover	Unit 8.1 Effective Procurement Planning and Tender Docket	Project Procurement Basics		https://www.youtube.com/watch?v=AxOeDE8cP8k	
	Unit 8.2 Vendor Exploration	Vendor Management		https://youtu.be/-MmqZ2CBlUQ?t=115	
	Unit 8.5 Project Installation and Handover	Handover pack for your interior designers		https://www.youtube.com/watch?v=mQUUs7MLDK8&t=5s	
Module 10: Health, Safety and Hygiene Protocols while Designing	UNIT 10.3: 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 10.4: Safety Signs	**Essential Safety Signs**		https://www.youtube.com/watch?v=SqZ5np_lCr0	

Module No.	Unit No.	Topic Name	Page No.	URL	QR Code(s)
Module 11: Material Conservation and Resources Optimization	UNIT 11.2: Sources of Energy and Consumption	**Materials and Resources**		https://www. youtube.com/ watch?v=YaZ 9tKBCJx8	

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