



Syllabus: DMI Takeoff & Estimating

Seminars for **Construction Professionals**

Plan Reading–Takeoff & Estimating–Project Management

Construction professionals achieve excellence via effective DMI Methods and Techniques.

Seminar Objectives: DMI Takeoff & Estimating Seminars offer both employers and their employees an opportunity to improve their daily work habits. Attendees learn methods and techniques to produce accurate bids with top efficiency. Most attendees simultaneously increase both their speed and their accuracy.

Plan Reading: Achieving proficiency at interpreting and reading plans in context with other bid documents leads to excellence. In addition to the basics, Plan Reading covers various architects' methods of linking individual details and drawing sheets together to form comprehensive, coherent sets of plans.

Takeoff: The most important aspect of the bidding process is the takeoff. The thorough yet high-speed methods learned in DMI Seminars enable estimators at all levels to attain significantly greater takeoff proficiency. In addition to the basics, DMI Seminars focus on the most accurate and efficient methods of presenting takeoff information clearly, to facilitate quick review by co-workers.

Estimating: DMI Seminars teach estimating techniques enabling fast, accurate pricing for even the most complicated conditions found on any plans. In addition to the basics, DMI seminars examine the most cost-effective methods of combining the utility of unit prices with the component detail required to facilitate project management.

Knowledge Levels: Each seminar attendee's placement was based on the individual's current knowledge level for optimal learning in minimal time.

- **Beginner Level Seminars:**
 - Plan Reading: 1 Day (Optional)
 - Takeoff: 2 Days
 - Estimating: 2 Days
- **Intermediate Level Seminars:**
 - Takeoff: 1-1/2 Days
 - Estimating: 1-1/2 Days
- **Advanced Level Seminars:**
 - Takeoff: 1 Day
 - Estimating: 1 Day
- **Private Classes :**
 - Variable Scope of Work
 - Variable Learning Pace
 - Variable Time Duration



DMI Beginner Level Seminar

Day One – PLAN READING:

- Relevance of primary drawing prefixes
- Architectural drawing types and variations
- Graphic symbols, keys, schedules, and notes
- Comparison of floor plans to reflected ceiling plans
- Links among floor plans, schedules, elevations, and details

Days Two & Three – TAKEOFF:

- Understanding connections among bid documents
- Identifying and recording drawing sections and details
- Recognizing and identifying missing sections and details
- Measuring and quantifying with effective units of measure

Days Four & Five – ESTIMATING:

- Identifying and quantifying relevant components
- Evaluating labor and material costs of components
- Establishing supplemental costs, overhead, and profit

Instructor: Mike Litz ([see brief biography](#))

- Owner of Data Management Institute, LLC
- President of Michael W. Litz, Inc.
- Professional Estimator for more than 25 years

Registration Fee: \$2,500.00 (Total cost of five-day course)

Class Times: 9:30 a.m. – 4:30 p.m. Daily

Location: Data Management Institute - Naperville, Illinois
(30 minutes from Chicago's O'Hare & Midway Airports)

Focus: Work of Exterior and Interior Wall and Ceiling Contractors

Learn: Specific Skills and Methodology

- Enabling Optimal Speed
- Supporting Detailed Accuracy



DMI Intermediate & Advanced Level Seminars

Day One – PLAN READING:

- Relevance of primary drawing prefixes
- Architectural drawing types and variations
- Graphic symbols, keys, schedules, and notes
- Comparison of floor plans to reflected ceiling plans
- Links among floor plans, schedules, elevations, and details

Day Two – TAKEOFF:

- Understanding connections among bid documents
- Identifying and recording drawing sections and details
- Recognizing and identifying missing sections and details
- Measuring and quantifying with effective units of measure

Day Three – ESTIMATING:

- Identifying and quantifying relevant components
- Evaluating labor and material costs of components
- Establishing supplemental costs, overhead, and profit

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Registration Fee – Option 1: *(ALL THREE DAYS)*

\$1,500.00 (Total cost of three-day course)

Registration Fee – Option 2: *(2nd & 3rd DAYS ONLY)*

\$1,000.00 (Total cost of two-day course)

Class Times: 9:30 a.m. – 4:30 p.m. Daily

Location: Data Management Institute - Naperville, Illinois
(30 minutes from Chicago's O'Hare & Midway Airports)

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DMI Private Classes

One or more individuals comprise a DMI Private Class. Attendees usually came from one company. However, individuals with similar interests from affiliated or cooperating companies also came in together for a private class.

Learning in a friendly, supportive atmosphere, hundreds of construction professionals took advantage of these unique opportunities to advance their careers by improving their daily job performance.

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- Owner of Data Management Institute, LLC
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- Professional Estimator for more than 25 years

Registration Fee:

- **\$1,000.00** per Day – (One-Person Class)
- **\$ 600.00** per Day – per Person – (Two-Person Class)
- **\$ 500.00** per Day – per Person – (Three or More-Person Class)

Class Times: 9:30 a.m. – 4:30 p.m. Daily

Location: Data Management Institute - Naperville, Illinois
(30 minutes from Chicago's O'Hare & Midway Airports)

Advantages to DMI's private classes:

- **Focus *only* on the scope that *you* select:**
 - Select Specific Scope of Work
 - Focus on Specific Areas of Interest
- **Concentrate *only* on what *you* need to learn:**
 - Plan Reading
 - Takeoff
 - Estimating
 - Project Management
- **Learn with *your* choice of tools:**
 - Pencil & Paper
 - Microsoft Excel®
 - Database Software
 - Electronic Drawings
- **Learn at *your own* pace.**
 - Beginner - 5 Days (Recommended)
 - Intermediate - 3 Days (Recommended)
 - Advanced - 2 Days (Recommended)