

# Construction Company Project Designer

Today, you will be working with several business CEO's assisting them with remodeling their business space. You will provide them with various carpet, wall covering and paint samples to view and decide what they would like to choose. You will complete a **Remodeling Proposal** and calculate an **Estimate** for each CEO. Remember, the CEO is your client. Be courteous to all clients that are your customers. **No money or checks are collected today, this is only an estimate.** People and businesses use estimates to decide whether they would like to do the project at a later date, but most importantly whether it is within their budget.

## 1. Attend any Meeting Called by the CEO

## 2. Locate the Remodeling Proposal and Estimate forms in the Blue Folder

Review the forms with your Parent Volunteer so that you understand the information you will be gathering and how it will be calculated.

## 3. Measuring Wheel

After the Pledge of Allegiance, a JA Staff person will show you how to use the Measuring Wheel. You will use the wheel to determine the length and width of the business. Practice using the wheel by measuring the Construction business area. The Construction CEO will be your first (sample) client. This will be good practice using the measuring wheel and completing a remodeling proposal and bid Estimate.

## 4. Visit Clients

- a. **After the Opening Town Meeting**, use the **Project Designer Client List** on the clip board and visit the first client, BizNet News CEO.
- b. Ask if they have time to meet with you to discuss their business space remodeling project. If they are busy, tell them you will be back later and continue to the next CEO on your list.
- c. When meeting with the CEOs, inform them that they have been given the opportunity to help remodel their office business space. They have several decisions that they can choose from for their remodeling project:
  1. New Carpet for the floor
  2. Wallpaper or paint for the walls
- d. Show the CEO the product samples for the carpet, wallpaper and paint colors.
- e. Inform the CEO of the different prices of the products.
- f. While they are making their decisions, ask them if you can take a few measurements. Refer to the **Proposal form** on the measurements that you will need and record them on the **Proposal form**.
- g. Record the CEO's decisions on the products that they would like and the product information on the **Proposal form**.

- h. Take the Proposal form back to the Construction Company and begin recording the information gathered from the business CEO and fill in the **Bid Estimate** information. Calculate the estimate for the business CEO.
- i. After you have calculated the Estimate, take the Estimate form back to the client.
- j. Go over the total expenses with them and how much the estimate will be. Review the estimate and total expenses with them. REMEMBER, this is only an estimate to determine whether they would like to do the project at a later date.
- k. Continue using the Project Designer Client List and visit another CEO.
- l. Continue steps b-g until the end of the day. You may not have time to visit each CEO on the list. That's OK! Do what you can with the time that you have.

## 5. Clean Up

Assist with business clean up at the end of the day. Make sure all your product materials are neatly placed in the Construction business for the next dat.