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[Date]

[Company],
Attn: [Architect]
[Address],
[Address],

REVIT implementation roadmap

OBJECTIVE:

To provide tailored Autodesk Revit training designed to upskill your architectural staff across all competency levels—from foundational concepts to advanced modelling and documentation workflows. The training will be aligned with your team's specific project requirements and day-to-day design challenges, ensuring practical, hands-on learning that enhances both individual capability and team-wide consistency in using Revit. Incisive of developing company Revit manual and Revit template within BS EN ISO 19650-2-2018 and BS EN ISO 22014-2024.

Our goal is to:

- Establish a strong understanding of Revit's core tools and user interface for new users.
- Reinforce best practices for modelling, detailing, and managing complex architectural elements.
- Introduce efficient workflows for collaboration, documentation, and coordination.
- Enable your team to confidently apply Revit in real project scenarios, improving productivity, accuracy, and overall project delivery.

COURSE OUTLINE:

- **First three months** immerse into live projects to understand drawing requirements in term of works stages, the level of detail and the level of information. Additionally, understanding the company ethos, setting new office Revit manual and protocols. Fully virtual, either full time or part time.
- **Second three months** staff training: Fully virtual, twice weekly two-hour sessions.
- **Third three months** on call assistance on live projects. Fully virtual and duration and requirement of this can be discussed.

TRAINING DETAILS:

- Software: Autodesk Revit 2025 (software to provide by the organization)
- Participants: Organizational training up to 40 employees
- Format: Fully virtual with each session with mini assignments
- Schedule: Twice weekly two-hour sessions starting at either morning or evening sessions..



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TRAINING COURSE:

- Session 01: Company Revit Manual and Revit Template
- Session 02: Revit User Interface Explained
- Session 03: Basic modelling standard 01 – walls
- Session 04: Basic modelling standard 02 – floors
- Session 05: Basic modelling standard 03 – roofs and ceilings
- Session 06: Basic modelling standard 04 – doors and windows
- Session 07: Basic modelling standard 05 – stairs, railing and ramps
- Session 08: Basic modelling standard 06 – openings and shafts
- Session 09: Basic modelling standard 07 – structural elements
- Session 10: Basic modelling standard 08 – fixtures and furniture
- Session 11: Modelling standard 01 – Families
- Session 12: Modelling standard 02 – Families
- Session 13: Advance modelling standard 01 – Families
- Session 14: Advance modelling standard 02 – Families
- Session 15: Detailing 01
- Session 16: Detailing 02
- Session 17: Project setting out and coordination
- Session 18: Site and massing
- Session 19: Plan views
- Session 20: Area plans and fire strategy
- Session 21: Section and elevation views
- Session 22: Callout views
- Session 23: Tags, keynotes, annotation and dimensions
- Session 24: Sheeting and printing

FEE:

First three months per hour.

Second three months per hour.

Third three months per hour.

PAYMENT TERMS:

Payment at the end of each month. Payment via bank transfer within two weeks from date of invoice

TERMS & CONDITIONS:

Cancellations at any time subject payment made for work completed. Organization must ensure Revit is installed and workstations are prepared prior to training. All training materials are proprietary and for internal use only. This proposal is valid for 30 days.