



Design General Specification

Course Introduction:

This course is tailored for professionals involved in the design and engineering sectors who seek to deepen their understanding of creating comprehensive specifications for various projects. A well-crafted general specification serves as a critical foundation for successful project execution, ensuring that all stakeholders are aligned on the requirements, standards, and expectations. Over five days, this course will explore the principles of effective specification writing, covering topics such as format, content, and compliance with industry standards.

Participants will engage in practical exercises, case studies, and group discussions to apply their learning in real-world contexts. By the end of the course, attendees will have the skills necessary to develop clear, concise, and comprehensive design general specifications that facilitate communication, enhance project quality, and mitigate risks.

Course Objectives:

By the end of the program, participants will be able to:

- Understand the fundamental principles and components of design general specifications.
- Develop a structured approach to writing clear and effective specifications.
- Create content that meets technical requirements and complies with industry standards.
- Implement quality assurance practices to review and validate specifications.
- Manage the implementation and ongoing revisions of specifications throughout projects.

Who Should Attend?

This course is intended for Design engineers and architects, Project managers and coordinators in engineering and construction, Quality assurance and compliance professionals and Technical writers and documentation specialists.

Course Outline:

Day 1: Introduction to Design Specifications

- Overview of general specifications and their role in design projects
- Key components of a design specification
- Understanding project requirements and stakeholder needs
- Common standards and regulations in specification writing

Day 2: Structure and Format of Specifications

- Developing a consistent structure for specifications
- Formatting guidelines and best practices
- Use of language and terminology in specifications
- Tools and software for specification writing

Day 3: Content Development

- Identifying and articulating technical requirements
- Incorporating industry standards and codes
- Ensuring compliance with safety, quality, and environmental considerations

Day 4: Review and Quality Assurance

- Techniques for reviewing and validating specifications
- Engaging stakeholders in the review process
- Incorporating feedback and making revisions
- Case studies on specification failures and lessons learned

Day 5: Implementation and Management

- Communicating specifications to project teams and stakeholders
- Managing changes to specifications throughout the project lifecycle
- Document control and versioning best practices

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

