



**COURSE E202: CONTRACT MANAGER VERSIONS 10-12
FOR PROJECT CONTROLS (Earns 19.5 PDUs and 1.95 CEUs- PMI PROGRAM NUMBER – E202)**

SUMMARY

Get started with Primavera Contract Manager through hands-on, basic training. During this three-day course, participants will learn project cost control and document management. This course will teach participants how to control costs, manage contracts, procure estimates, and deal with funding sources and track the entire change process. Through this course, participants will learn to enhance project communication with lessons on RFI's, transmittals, and meeting minutes. Participants will also learn how to manage key field operations such as submittals, materials delivery, and daily reports as well as track and record important documents like drawings, safety violations, OSHA-based reports, add contacts on the fly and export to Excel.

AUDIENCE/PREREQUISITE

Anyone who is involved with a construction project and a working knowledge of Microsoft Windows™ and Internet Explorer.

AT THE COMPLETION OF THIS COURSE, THE STUDENT WILL BE ABLE TO:

- Develop a Company Directory
- Manager Project Costs
- Award Contracts and Purchase Orders
- Track Material Deliveries
- Document Project Issues
- Manage Submittals
- Create Transmittals
- Produce Letters and RFIs
- Record and Distribute Drawings
- Record Safety Violations and generate OSHA forms
- Managing the Change Process with Change Management
- Log Daily Reports and Meeting Minutes
- Generate and Progress Payment Requisition
- Use the Control Center

E202 COURSE OUTLINE (3 DAYS)

DAY 1

Introduction to Primavera Expedition
Setting up the Company Directory
Managing Project Costs
Using Contracts, Purchase Orders, & Trends
Documenting Project Issues

DAY 2

Logging & Tracking Submittals
Communicating Project Information
Tracking Drawings
Using the Safety Module

DAY 3

Change Management
Recording Project Communications
Payment Requisitions
Working with the Control Center

WORKSHOPS

Creating a Project
Creating the Company Directory
Defining the Cost Codes
Tracking Submittals
Creating Letters
Producing RFIs
Create & Distribute Contact Drawings
Using the Safety Module
Change Management
Creating Daily Reports
Recording Meeting Minutes

26300 La Alameda, Suite 260, Mission Viejo California 92691 d: (877) 367-7990 f: (877) 367-7999