

## **COURSE E202: CONTRACT MANAGER (EXPEDITION 10X) FOR PROJECT CONTROLS**

**(Earns 19.5 PDUs and 1.95 CEUs- PMI PROGRAM NUMBER – E202)**

Get started with Primavera Expedition 10.0 through hands-on, basic training. During this three-day course, participants will earn project cost control and document management. This course will teach participants how to control costs, manage contracts, procure estimates, 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:** Anyone who is involved with a construction project

**PREREQUISITE:** 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
- ◆ Manage Project Costs
- ◆ Award Contracts and Purchase Orders
- ◆ Track Material Deliveries
- ◆ Document Project Issues
- ◆ Manage Submittals
- ◆ Create Transmittals
- ◆ Produce Letters and RFI's
- ◆ 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 ONE:**

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

#### **DAY TWO:**

- ◆ Logging and Tracking Submittals
- ◆ Communicating Project Information
- ◆ Tracking Drawings
- ◆ Using the Safety Module

#### **DAY THREE:**

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

#### **WORKSHOPS**

- ◆ Creating a Project
- ◆ Creating the Company Directory
- ◆ Defining the Cost Codes
- ◆ Distributing Contract Costs
- ◆ Tracking Submittals
- ◆ Creating Letters
- ◆ Producing RFI's
- ◆ Create & Distribute Contact Drawings
- ◆ Using the Safety Module
- ◆ Change Management
- ◆ Creating Daily Reports
- ◆ Recording Meeting Minutes