
Primavera Contract Administration w/ Expedition – 2 Day Course

This two-day course provides a comprehensive overview of the Expedition features that will enable you to set up a project, track contract drawings, record materials deliveries, log submittal items, and communicate project information.

Audience: Project Field Managers and Field Superintendents

Prerequisite: A working knowledge of Windows™

Course Outline:

Day One:

- Introduction to Primavera Expedition
- Setting up the Company Directory
- Recording Project Events

Day Two:

- Tracking and statusing submittals
- Communicating Project Information
- Customizing Primavera Expedition
- Working with the Project Center

Hands-On Workshops & Exercises

- Create Projects
- Creating the Company Directory
- Create and distribute contract drawings
- Recording meeting minutes
- Creating daily reports
- Tracking submittals
- Statusing submittals
- Creating letters
- Producing RFI's and notices
- Communicating Project information
- Working with the Project Center

Upon course completion, you will be able to:

- Create a project
- Develop a company directory
- Update contract drawing sets
- Record material deliveries
- Produce daily reports
- Prepare meeting minutes
- Log submittal items
- Handle correspondence
- Document issues



Register Now



View Schedule



View all Course
Descriptions