
Primavera Contract Manager v12 – 3 Day Course

This course provides hands-on training for Primavera’s Contract Management solution, focusing on project cost control and document management. Additional topics include logging and tracking submittals, recording project communication, awarding procurement items, and using contracts, purchase orders, and trends. Numerous workshops reinforce new functionality and skills.

Audience: Business Analysts, End Users, Functional Implementers, Project Managers

Prerequisite: Primavera P3 Planning and Scheduling

Course Outline:

Topics Covered:

- Introduction to Contract Management
- Create a Company Directory
- Creating a Project
- Tracking Drawings
- Communicating Project Information
- Logging and Tracking Submittals
- Documenting Project Issues
- Recording Project Communications
- Managing Project Costs
- Awarding Procurement Items
- Using Contracts, Purchase Orders & Trends
- Change Management
- Payment Requisitions
- Approval Process
- Customizing Layouts

Course Objectives:

- Create a Project
- Track Drawings
- Communicate Project Information
- Log and Track Submittals
- Document Project Issues
- Record Project Communications
- Create the Company Directory
- Manage Project Costs
- Award Procurement Items
- Use Contracts, Purchase Orders, and Trends
- Manage Payment Requisitions
- Customize Layouts

Learn to:

- Document submittals and submittal packages
- Link documents and attachments to an issue
- Create distribution lists from contacts in project
- Define the Cost Worksheet
- Distribute document values to the Cost Worksheet
- Record and view drawing logs



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