



## Course 201 Contract Manager - v. 12 (3 Days)

---

This three-day course provides a comprehensive overview of Primavera's web-based solution and its features that will enable participants to learn project cost controls and document management.

**Audience:** Anyone who is involved with a construction project

**Prerequisite:** A working knowledge of Windows™ and Internet Explorer

**Additional audiences:** Existing Primavera Contract Manager (formerly Expedition) users

**Targeted Role:** Contract & Project Administrators, Contract Managers, Project Controls Managers

### Course Outline

#### Day One:

- Introduction to Primavera Contract Manager
- Create a Company Directory
- Creating a Project
- Tracking Drawings
- Communicating Project Information

#### Day Two:

- Tracking and Logging Submittals
- Documenting Project Issues
- Recording Project Communications
- Managing Project Costs
- Awarding Procurement Items

#### Day Three:

- Using Contracts, Purchase Orders & Trends
- Change Management
- Payment Requisitions
- Approval Process
- Customizing Layouts

#### At the completion of this course the student will be able to:

- Create a Project
- Develop the Company Directory
- Track Drawings
- Track Daily Reports
- Prepare Meeting Minutes
- Log and track submittal items
- Document issues
- Track Costs and Contracts
- Set up and status Payments Requisitions
- Manage the change process
- Use reports for analysis
- Resolve Issues
- Track safety documents or Track Buyout Process

#### Learning Outcomes:

- Manage contract execution
- Log and Track project-critical documents
- Analyze and control costs
- Earns 19.5 PDUs and 1.95 CEUs