Primavera Contract Management – Release 14 – 3 Day Course

This course is aimed at project managers, contract managers, subcontractors, and suppliers. It covers the full gamut of contract management, including logging and tracking submittals, managing project cost, managing contracts, and managing purchase orders. The course also covers how to enter and track company and project related data in Contract Management.

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

Prerequisite: Functional knowledge of MS Windows™ and Internet Explorer

Course Topics:

- 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
- App A – Customizing Layouts
- App B – Safety Module
- App C – Connecting to a P6 Schedule

Learn To:

- Log and track submittals
- Document project issues
- Manage project costs
- Award procurement items
- Manage contracts and purchase orders
- Manage payment requisitions

Course Objectives:

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

Back to Course Descriptions