Primavera Contract Management R14

About This Course

The 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 costs, managing contracts, and managing purchase orders. The course also covers how to enter and track company- and project-related data in Contract Management.

Learn To:

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

Details

Targeted Roles:

- End Users
- Project Manager

Course Length: 3 Days

Professional Development and Continuing Education Units: 19.5 PDUs; 1.95 CEUs.

Objectives

- Use drawings
- Communicate project information
- Log and track submittals
- Document project issues
- Manage costs
- Award procurement items
- Manage contracts

- Customize layouts
- Connect to a P6 schedule
- Create a project

Course Topics

Creating the Company Directory

- Adding a New Company
- Copying Contacts

Creating a Project

- Defining the Project

Managing Drawings

- Adding a Document
- Recording Revisions
- Using Transmittals

Logging and Tracking Submittals

- Creating a Submittal
- Defining Workflow
- Tracking Approvals

Recording Project Communication

- Daily Reports
- Meeting Minutes

Managing Costs

- Using the Cost Worksheet
- Defining Cost Codes

Managing Contracts

- Budgeted and Committed Contracts
- Creating a Purchase Order
- Creating a Trend Document

Using Change Management

- Documenting Quotes
- Completing Negotiations

Managing Payment Requisitions

- Schedule of Values
- Retainage
- Updating and Certifying a Requisition

Using the Safety Module

- Recording a Violation
- Generating an Injury or Illness Report

Connecting to a P6 Schedule

- Linking to P6
- Documents and P6 Dates