

INTRODUCTION TO PRIMAVERA CONTRACT MANAGEMENT

This course provides hands-on training for Primavera's web-based solution. During this two-day course, participants will learn project cost control and document management.

Course level: Basic

Targeted role: Contract & Project Administrators, Contract Managers, Project Controls Managers

NOTE: This is a standard, software functionality-based class. Industry specific offerings/examples are not included in standard classes.

Learning Outcomes:

- Manage contract execution
- Log and Track project-critical documents
- Analyze and control costs

Prerequisite: A working knowledge of Microsoft Windows and Internet Explorer

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

- Create a Project
- Develop a 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



Course Outline

- Introduction
- Setting up the Company Directory
- Costing Fundamentals
- Contracts
- Issues
- Tracking and Logging Submittals
- Letters, RFIs, and Telephone Records
- Tracking Drawings
- Safety
- Change Management
- Daily Reports and Meeting Minutes
- Requisitions
- Control Center

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