

## MANAGING CONTRACTS IN PRIMAVERA CONTRACT MANAGER REL 12

**Duration: 03 days**

### INTRODUCTION

This course provides hands-on training for Primavera's Contract Manager 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.

#### 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

### AUDIENCE

- Business Analysts
- End Users
- Functional Implementer
- Project Manager

### COURSE TOPICS

1. Introduction to Contract Manager
2. Creating the Company Directory
3. Create a Project
4. Tracking Drawings
5. Communicating Project Information
6. Logging and Tracking Submittals
7. Documenting Project Issues
8. Recording Project Communications

9. Managing Project Costs
10. Awarding Procurement Items
11. Using Contracts, Purchase Orders, and Trends
12. Change Management
13. Payment Requisitions
14. Approval Process
15. Customizing Layouts