



Training Course	MANAGING CONTRACTS IN PRIMAVERA CONTRACT MANAGEMENT WORKSHOP
Course Language	English
Course Duration	Total Number of hours: 18
Course Objectives	<p>Manage Contract Execution</p> <p>Log and Track Project-Critical Documents</p> <p>Analyze and Control Costs</p> <p>Communicating Project Information</p> <p>Documenting Project Issues</p>
Learning Outcomes	<p>this course provides hands-on training for Primavera 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.</p>



Course Content

Introduction to Contract Manager
Creating Company Directory
Creating a Project
Tracking Drawings
Communicating Project Information
Logging & 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
Customizing Layouts

Course Material /Technology used/ Details Relevant to the course

Training Manual
Presentation
Open discussions
Case Studies