



## AGENDA

### COURSE LEVEL:

Basic

### COURSE PRICE:

\$1395 + applicable taxes

### TARGETED ROLES:

Contract & Project Administrators  
Contract Managers  
Project Controls Managers

### PRE-REQUISITES:

A working knowledge of Microsoft Windows and Internet Explorer

### PROFESSIONAL DEVELOPMENT:

Earns 19 PDUs and 1.95 CEUs

### PMI PROGRAM NUMBER:

E202

### LOCATIONS & DATES:

See our website for more information

[emeraldassociates.com](http://emeraldassociates.com)

## E202 – Contract Manager (Expedition) - Basics

### OVERVIEW

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

### COURSE OUTLINE

#### Day 1

- Introduction
- Setting up the Company Directory
- Costing Fundamentals
- Contracts
- Issues

#### Day 2

- Tracking and Logging Submittals
- Letters, RFIs, and Telephone Records
- Tracking Drawings
- Safety

#### Day 3

- Change Management
- Daily Reports and Meeting Minutes
- Requisitions
- Control Centre

