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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

E202 – 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

