

# PROMASTAR Instructor-led Professional Training Services

## Primavera Contract Management R14



**Specialized**  
Primavera P6 Enterprise  
Project Portfolio Management



## **Oracle Primavera Learning Experience**

Learning in an organization is not an option—it's a requirement for success. The Oracle Primavera products optimize the value of knowledge and knowledge sharing within an enterprise, and their value grows in direct proportion to the knowledge of the people who use them.

Primavera Training consultants offer a full suite of Primavera classes to help make your implementation successful. The classes combine theory and practice, with some lecture and product interaction. Students use hands-on exercises and a case study approach to reinforce concepts and gain practical experience in using the software.

Primavera training focuses on ensuring that your Primavera users understand their software thoroughly and know how to optimize their productivity using it. To help them choose the most effective course sequence, Primavera provides training targeted by role. Our standard courses can also be customized to fit your business needs.

## Primavera Contract Management R14

The course is aimed at project managers, contract managers, subcontractors, and suppliers. It covers the full gamut of contract management, including logging and tracking submittals, managing project costs, managing contracts, and managing purchase orders. The course also covers how to enter and track company- and project-related data in Contract Management.

### Learn To:

- Log and track submittals
- Document project issues
- Manage project costs
- Award procurement items
- Manage contracts and purchase orders
- Manage payment requisitions

Course level: **Basic**

Target role: **End Users, Project Manager**

### ***Professional Development and Continuing Education Units:***

- Earns 19.5 PDUs and 1.95 CEUs

***Prerequisite:*** Fundamental contract & document administration work experience.

***Course Length:*** 19.5 hrs

## Course Objective

- Use drawings
- Communicate project information
- Log and track submittals
- Document project issues
- Manage costs
- Award procurement items
- Manage contracts
- Customize layouts
- Connect to a P6 schedule
- Create a project

## **Course Outline**

### **Creating the Company Directory**

- Adding a New Company
- Copying Contacts

### **Creating a Project**

- Defining the Project

### **Managing Drawings**

- Adding a Document
- Recording Revisions
- Using Transmittals

### **Logging and Tracking Submittals**

- Creating a Submittal
- Defining Workflow
- Tracking Approvals

### **Recording Project Communication**

- Daily Reports
- Meeting Minutes

### **Managing Costs**

- Using the Cost Worksheet
- Defining Cost Codes

### **Managing Contracts**

- Budgeted and Committed Contracts
- Creating a Purchase Order
- Creating a Trend Document

### **Using Change Management**

- Documenting Quotes
- Completing Negotiations

### **Managing Payment Requisitions**

- Schedule of Values
- Retainage
- Updating and Certifying a Requisition

### **Using the Safety Module**

- Recording a Violation
- Generating an Injury or Illness Report

### **Connecting to a P6 Schedule**

- Linking to P6
- Documents and P6 Dates