



# MANAGING PROJECT IN PRIMAVERA CONTRACT MANAGER

Reference No: IEM12/PP/053/C  
Duration: 2 day(s)

PDU: 19.5  
CEU: 19.5  
CCD: 20.0  
CPD : 19.5

## Course Summary

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 skill.

## Learning Outcome

- 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

## Course Objective

- Create a Project
- Track Drawings
- Communicate Project Information
- Log and Track Submittals
- Document Project Issues
- Record Project Communications
- Create the Company Directory
- Manage Project Costs
- Award Procurement Items
- Use Contracts, Purchase Orders, and Trends
- Manage Payment Requisitions
- Customize Layouts

## Suggested Prerequisites

Functional knowledge of MS Windows and Internet Explorer

## Course Topics

### Introduction to Contract Manager

- Identify the advantages of using Contract Manager
- Log in to Contract Manager
- Identify Contract Manager's components in the Main window
- Customize the Project View in the Main window
- Customize the Control Center in the Main window

### Creating the Company Directory

- Add a new company
- Create contacts
- Edit contact information
- Distinguish between group and project contacts
- Copy contacts from another project
- Create distribution lists from contacts in project
- Designate companies or contacts as inactive

### Create a Project

- Create a project using the New Project wizard to project participants

### Tracking Drawings

- Review the distribution process
- Record and view drawing logs
- Create transmittals from distribution lists
- Use the transmittal queue
- Package a group of drawings as a set
- Add multiple drawings to the drawing set
- Distribute drawings to project participants

### Communicating Project Information

- Create letter templates
- Add letters
- Document a telephone record
- Enter a request for information
- Record an answer to a request for information

### Logging and Tracking Submittals

- Document submittals and submittal packages
- Assign a status to submittals
- Identify the responsible person (Ball in Court)
- Incorporate multiple reviewers in the cycle
- Create transmittals from submittals
- Use Dunning letters to notify parties



The Project Management Specialist

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