

## “Primavera Expedition” Training Program (English Material)

**Course Length:** 21 Hours @ 7days

### Course Overview

Expedition® gives your project managers and contract administrators the peace of mind that knowledge of all project information provides. Contracts, changes, cost control, drawings, submittals, meeting minutes, correspondence and more are all linked to critical issues and presented to you on demand. This tool provides your project team with a clear, consistent approach to managing your projects.

### Who Should Attend

- Project managers and other project team members
- Project customers and other project stakeholders
- Educators teaching project management and related subjects
- Consultants and other specialists in project management and related fields
- Trainers developing project management educational programs

### Course Outline

- Introduction to Primavera Expedition
- Setting up the Company Directory
- Costing Fundamentals
- Contracts
- Issues
- Tracking and Logging Submittals
- Letters, RFIs, and Telephone Records
- Tracking Drawings
- Safety
- Change Management
- Daily Reports and Meeting Minutes
- Requisitions
- Control Center