



## **Training Agenda:**

**15 Dec**

**Day 1 – 8:00 AM to 12:00 PM**

### **Introduction to P6 for Planning**

**Day 1 – 1:00 PM to 5:00 PM**

### **Contract Manager Training**

1. Logging in and Navigating the Control Center
2. Creating a New Project
3. Creating the OC-25 (and CI-1)
4. Creating the Budget Sheet

**16 Dec**

**Day 2 – 8:00 AM to 5:00 PM (assuming a 1-hour break for lunch)**

5. Assigning a Project Manager
  - a. Project Settings
  - b. Companies Directory
6. Creating Committed Contracts
  - a. Designer Contract
  - b. Construction Contract
7. Managing Changes
  - a. Budget Revisions
  - b. Change Orders
8. Invoicing
9. Cost Worksheet
  - a. Viewing the Cost Worksheet
  - b. Modifying the Cost Worksheet
10. Reports