



Using PCM for Technical Office Training Outlines

Course Audience: Technical Office Engineers

Course Duration: 12 Hours

You will learn:

What will you learn?

- ✓ Maintain Cost Code Dictionaries
- ✓ Create and Log Contracts and Purchase Orders
- ✓ Create and maintain change management documents
- ✓ Create and Log Payment Requisitions
- ✓ Create and log Submittals and Drawings

Course Topics:

- ✓ Create a project
- ✓ Manage Project Costs
- ✓ Use Contracts, Purchase Orders and Trends
- ✓ Document Project Issues
- ✓ Change Management
- ✓ Payment Requisitions
- ✓ Work with the Control Center

Course Requirements by client in case of external training:

- ✓ PC for each trainee
- ✓ Projector
- ✓ White Board