Using PCM for Technical Office Training Outlines

Course Audience:	Technical Office Engineers
Course Duration:	12 Hours
What will you learn?	**You will 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