

# Primavera Contract Management R14

## *Creating the Company Directory*

- Adding a New Company
- Copying Contacts

## *Creating a Project*

- Defining the Project

## *Managing Drawings*

- Adding a Document
- Recording Revisions
- Using Transmittals

## *Logging and Tracking Submittals*

- Creating a Submittal
- Defining Workflow
- Tracking Approvals

## *Recording Project Communication*

- Daily Reports
- Meeting Minutes

## *Managing Costs*

- Using the Cost Worksheet
- Defining Cost Codes

## *Managing Contracts*

- Budgeted and Committed Contracts
- Creating a Purchase Order
- Creating a Trend Document

## *Using Change Management*

- Documenting Quotes
- Completing Negotiations

### *Managing Payment Requisitions*

- Schedule of Values
- Retainage
- Updating and Certifying a Requisition

### *Using the Safety Module*

- Recording a Violation
- Generating an Injury or Illness Report

### *Connecting to a P6 Schedule*

- Linking to P6
- Documents and P6 Dates