



# PRIMAVERA®

## Contract Manager

## On-Schedule, On-Budget Completion Demands Complete Project Control

Contract Manager is a document management, job cost and project controls solution that will increase construction project management efficiency and speed, while reducing schedule delays and risk. Built on a collaborative platform, Contract Manager alerts project controls professionals to new RFIs, questions answered, potential issues and changes.

By using Contract Manager, you will be confident in your ability to respond rapidly while providing an accurate history of events with the following controls:

- Powerful dashboards and reporting tool
- Document management
- Comprehensive change management and workflow
- Superior job cost management
- Integrated program management

## Key Performance Indicators Accessed Through Dashboards and Reporting

With Contract Manager, accurate and up-to-date information is always accessible. Primavera provides role-based dashboards with key performance indicators and powerful reports. Gain visibility early so you can prevent minor issues from becoming major problems. With a personal dashboard, you can view the latest project status and new issues, and be alerted about potential problems. With two clicks, access project details necessary to make decisions and to keep projects on schedule. Use any of the 150 standard reports, or create your own, to track budgets, cost variances and project changes, and to analyze comparative trends and cause/effect among multiple projects.



Role-based dashboard displaying key performance indicators across multiple projects and programs.

## Document Management

### Everyone is Accountable with Document Controls

Primavera Contract Manager facilitates team interaction. Role-based views display action lists, alerts and turnaround graphs immediately identifying who is holding up the process, when each deliverable was required and whether the delay will impact the budget or schedule. The Contract Manager Ball-in-Court (BIC) feature allows you to clearly see who needs to act next within the approval workflow process.

With hundreds of submittals in progress, it's easy to let one or even several slip. Contract Manager provides comprehensive tracking of every submittal to ensure appropriate action steps are taken, submittals are approved and contract-specified materials arrive on time and as ordered. Contract Manager provides real-time information so you can see where submittals are in the approval process — who is responsible for what and by when.

## Maintain Supporting Documentation

The Drawings Log maintains and identifies drawings, specifications and other supporting documentation so you meet contractual requirements and ensure completion of your work. Tracking documents through the Drawings Log enables you to keep record of all revisions, who received what revisions and when. The Drawings Log also manages the distribution of drawings to make certain everyone has the latest drawings required to construct the building.

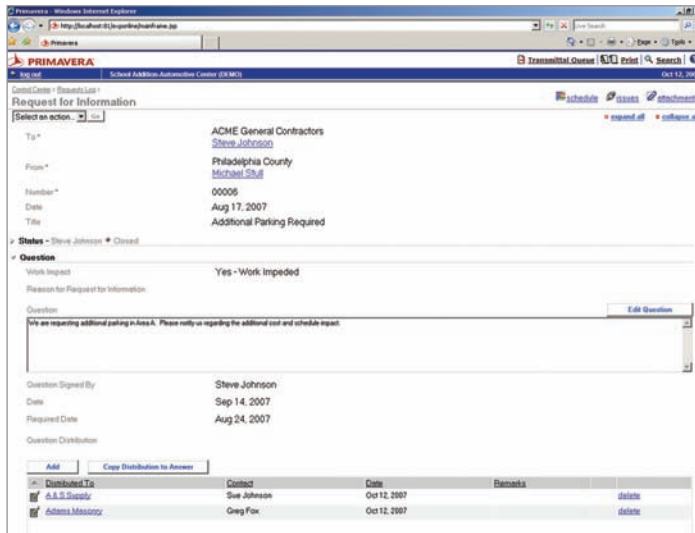
With Brava! 5.0 from Informative Graphics Corp., users can view and redline files that are attached to Contract Manager documents. Just click an icon to view latest documents, redlines, comments and annotations.

## Accelerate Submittal Approval Times

Contract Manager accelerates design reviews and approvals and provides flexible workflow options for creating, sharing and reviewing submittals in real time.

## Accelerate RFI Turnaround Time

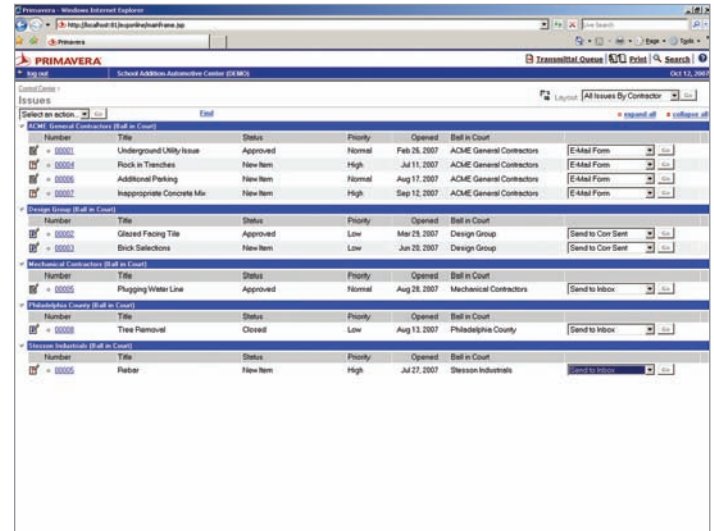
Documenting and managing changes are critical to successful projects. Contract Manager organizes potential issues and provides project team members an opportunity to collaborate on the RFI, propose solutions and communicate the final answer.



Use RFIs to solicit additional information or clarify some aspect of the project. Quickly identify impact to project, potential cost and schedule delays, and distribute to contractors impacted.

## Master the Issues

It happens in every job. A problem, a misunderstanding, a difference of opinion is discussed, reviewed and debated and eventually spans an incredible number of people, documents and weeks of involvement. With Issues Management, no issue goes unresolved or unrecorded. Contract Manager ties documents together to create an electronic file, compiling what happened and when it happened, and enabling the project team to maintain an accurate history of events.



Link several documents of any type, such as a submittal, daily report, RFI or even attached files, to gather relevant documents related to a topic that led to a formal change order, such as an RFI.

## E-mail Integration

E-mail is critical for effective collaboration with all project participants, and the ability to capture all correspondence records is essential to fully document all project communication. Contract Manager offers e-mail integration and supports any IMAP/POP-compliant e-mail servers, including Microsoft® Outlook, Lotus® Notes and other popular e-mail programs. When a new e-mail record is captured, Contract Manager automatically uploads attachments, including drawings, documents, PDFs and scanned documents, to the predetermined attachments directory, making it easy to manage all important documents.

## Comprehensive Change Management

Nothing is as predictable as changes occurring throughout a construction project. Tracking, documenting, negotiating, getting paid and making payments for changes are also part of the job.

## Change Management Workflow Processing

Controlling changes involves notifying and coordinating affected project participants as well as containing costs and the schedule for the project. Contract Manager provides an overview of each change from the estimate phase to final approval for both budgeted and committed costs. Since the change process in a project differs



## Expedite Payments

Contract Manager facilitates the preparation and negotiation of monthly payment requisitions. It streamlines the process by consolidating contractor requisitions into monthly requisitions, dramatically improving the time required to prepare and submit the requisition for payment.

The screenshot shows the Primavera P6 Contract Manager interface. The top navigation bar includes 'Log out', 'School Addition Automotive Center (03 MK)', 'Transmittal Queue (1)', and 'Search'. The main content area displays contract details for 'Standard Paving and Concrete, Inc.' with contact information for Jim Wesley and ACME General Contractors. A 'Contract Summary' table shows financials: Original Contract/PO Sum (\$522,983.00), Approved Changes (\$3,000.00), Revised Contract Sum (\$525,983.00), Actual to Date (\$128,000.00), and Balance (\$397,983.00). Below this is a 'Payment Requisitions' table with columns for Period To, Application Number, Amount Certified, Completed and Shored to Date, Current Payment Due, Certified, and Latest.

Period To	Application Number	Amount Certified	Completed and Shored to Date	Current Payment Due	Certified	Latest
Aug 27, 2007	00003	\$67,500.00	\$203,000.00	\$67,500.00	No	Yes
Jul 27, 2007	00002	\$92,700.00	\$128,000.00	\$92,700.00	Yes	No
Jun 27, 2007	00001	\$22,500.00	\$25,000.00	\$22,500.00	Yes	No

Review contract payment to date, including work performed and changes to date.

## Integrated Program Management

As construction projects have become increasingly complex, engineering and construction project managers are facing more difficult challenges. Projects have more subcontractors, more issues and more owner requirements, plus liquidated damages and a host of other potential problems. In addition, competition for projects remains high. Many general contracting firms are still rebuilding backlog from the lean years and operating at record thin margins. And every contractor knows what an over-budget project can do to the company's bottom line. Given the financial impact of changes to plans or schedules, construction projects today simply don't have any room for error.

Primavera has the first and only integrated solution that brings together P6 and Contract Manager for complete project control. This scalable solution links people, teams and projects so you can manage every aspect of a project's lifecycle, from the planning stages to the final deadline. Since Primavera's solution is role-based, it gives everybody exactly the functionality they need to fit their particular job. With Primavera, you can be sure that everyone — employees and subcontractors — work toward the same goal: the success of the project.



[www.primavera.com](http://www.primavera.com)

The screenshot shows the Primavera P6 dashboard for a project titled 'Office Building Addition'. It features several key components: a 'Cost Worksheet' table showing budget vs. actual costs, a 'Filter Status' table, and a 'Contract Issues' table. A Gantt chart at the bottom right shows project milestones and activity durations.

Cost Code	Title	Original Budget	Projected Budget	Original Encumbered	Projected Commitment
Projects: 03 MK		\$10,100,000.00	\$10,145,100.00	\$8,039,485.88	\$8,990,545.88
01 - General Construction Requirements		\$1,516,500.00	\$1,516,500.00	\$576,775.88	\$576,775.88
02 - Sitework		\$961,500.00	\$972,800.00	\$100,000.00	\$115,500.00
03 02080 0	Basic Site Materials	\$121,000.00	\$121,000.00	\$0.00	\$0.00
03 02100 0	Site Remediation	\$130,000.00	\$130,000.00	\$0.00	\$0.00
03 02100 5	Excavation	\$75,000.00	\$75,000.00	\$0.00	\$5,500.00
03 02110 5	Site Remediation Supervision	\$26,000.00	\$26,000.00	\$0.00	\$0.00
03 02200 5	Site Preparation	\$48,000.00	\$48,000.00	\$0.00	\$0.00
03 02300 5	Earthwork & Landscaping	\$250,500.00	\$250,000.00	\$0.00	\$0.00

Dashboards enable the project team and executive stakeholders to review and share key performance indicators in a single, configurable view.

## Tightly Integrated with ERP and Accounting Systems

Organizations can extend the project and cost-control capabilities to existing systems with Contract Manager. Easily establish connections to existing enterprise applications, including ERP, (JD Edwards®, Oracle® Projects and SAP®), accounting and estimating. Contract Manager comes complete with an XML API that enables organizations to create an integrated solution that best fits their requirements. Enter project data into the appropriate application and it will flow into your other systems.

## About Primavera

Primavera is a software company that provides business solutions for a project-driven world. The company helps organizations identify which projects are most important, and makes it easy for people to work collaboratively on those projects and deliver them successfully.

Primavera solutions are industry-specific and highly scalable, with the power to support global enterprises. Primavera solutions have ensured the success of projects collectively worth more than \$6 trillion, ranging from small to large projects, as well as public and private projects.

Primavera solutions have successfully managed IT projects that span the globe, the complex manufacturing of high-tech products, construction of the world's tallest buildings, ongoing multi-billion dollar oil discovery projects and space exploration.

We encourage you to learn how Primavera can help you meet your project goals and business objectives. For greater detail on Primavera solutions and real-world customer successes, visit [www.primavera.com](http://www.primavera.com) today.

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