e-Builder Express Training Program

101 e-Builder Navigation and Document Management (5/19 at 8:30am & 5/21 at 2:00pm)
- How Northeastern Uses e-Builder
- Login
- Navigation of Application
- User Preferences
- Document Management
- Searching and Filtering Project Data

102 e-Builder Payment Processes (4/28 & 5/26 at 8:30am & 4/30 & 5/28 at 2:00pm)
- Submitting Invoices for Consultant Agreements
- Submitting Pay Applications for Contractor/Construction Manager Agreements
- Required Documentation for Payment Processes
- Tracking the Status of Payment Requests

103 e-Builder Change Management (5/5 & 6/2 at 8:30am & 5/7 & 6/4 at 2:00pm)
- Submitting a PSA (Professional Services Amendment) for A/E Agreements
- Submitting PCO’s (Potential Change Orders) for Construction Agreements
- Submitting a Change Order for Construction Services

104 e-Builder RFI’s and Submittals (5/12 & 6/9 at 8:30am & 5/14 & 6/11 at 2:00pm)
- Using Forms to Manage RFI’s and Submittals
- Initiating the RFI Automated Process for Large Projects
- Using the Submittals Module for Large Projects
- Reporting on RFI’s and Submittals

105 Initiating Project Budgets and Budget Changes-NU Internal Staff Only (5/19 & 6/16 at 8:30am & 5/21 & 6/18 at 2:00pm)
- Developing and Submitting the Project Budget for Approval
- Initiating Budget Changes
- Creating Views and Understanding the Cost Summary

106 Schedule Management and Project Forecasting (TBD)
- Forecasting Project Costs to Create Reliable EAC’s (Estimate at Completion)
- Activating the Project Schedule
- Adding Activities to the Schedule
- Updating the Schedule

107 Reporting & Dashboards (TBD)
- Creating Basic Reports
- Creating Project Views
- Creating Dashboards
- Locating Program and Project Reports

108 Meeting Minutes and Forms (TBD)
- Creating Meeting Minutes
- Initiating Project Forms (Action Items, etc.)
- Creating Project Views
- Creating Dashboards
- Locating Program and Project Reports