

Prolog® Essentials

- Delivery Method:** Instructor-led eTraining
- Duration:** (5), (2) hours sessions
- Course Description:** This course provides interactive exploration of the power of Prolog Manager in controlling project costs, streamlining paperwork, and organizing the details of construction projects using Prolog® Manager 2008. You do not need prior experience using Prolog® Manager or any other project management software. The course is designed to emulate the progression of a construction project using Prolog® Manager. All instructors are experienced AEC industry professionals who can relate to your needs and answer your questions.
- Pre-requisites:** A basic familiarity with the standard features of Microsoft Windows© based computer applications.

Lessons

Introduction

1. Course Objectives
2. About Prolog® Manager
3. Prolog® Modules
4. Deployment Options
5. Database Strategies
6. Sample Database
7. Review Questions

Access and Navigation

1. Accessing Prolog® Manager
2. Prolog® Manager Main Window
3. Data Entry Forms
4. Creating a New Record
5. Using List Views
6. Getting Help and Support in Prolog® Manager
7. Review Questions

Company Setup

1. Company Setup Overview
2. Creating a Company
3. Entering Company Address Information
4. Entering Company Contact Information
5. Entering Insurance Information
6. Insurance Expiration – Dunning Letters
7. Review Questions

Bid Packages

1. Bid Packages Overview
2. Getting Around the Bid Packages Form
3. Adding Buyout Items to a Bid Package
4. Selecting Bidders
5. Sending Invitations to Bid
6. Bid Package Analysis Tab
7. Review Questions

Request for Information

1. Request for Information Overview
2. Creating a RFI Record
3. Entering the Question Information
4. RFI Attachments
5. RFI Collaboration
6. RFIs and Quick Print Feature
7. Review Questions

Meeting Minutes and HotLists

1. Meeting Minutes Overview
2. Creating a New Meeting Minutes Record
3. Creating New Meeting Items and Assigning Responsibility
4. Creating Meeting Minutes Using a Previous Meeting
5. Creating and Linking HotLists from Meeting Minutes
6. Resolving a Hotlist Item
7. Review Questions

Drawings Management

1. Drawing Management Overview
2. Creating a Drawing Record
3. Creating New Drawing Records from Existing Drawing Records
4. Creating a Drawing Package
5. Linking Drawings and Specifications to a Drawing Package
6. Identifying incomplete Drawing Packages using Auto Alerts
7. Review Questions

Submittal Management

1. Submittal Management Overview
2. Submittal Management Workflow
3. Submittal Register Overview
4. Logging a Submittal Item in the Submittal Register
5. Submittal Package Overview
6. Creating a Submittal Package Record
7. Entering Author Information for a Submittal Package
8. Linking Submittal Items to a Submittal Package
9. Transmittals
10. Prolog® Today
11. Review Questions

Punch List

1. Punch List Overview
2. Creating a Punch List Record
3. Using the Punch List Batch Update Wizard
4. Review Questions

Cost Control

1. Cost Control Overview
2. Revenue vs. Expense
3. Budget Overview
4. Budget Code Setup Workflow
5. Getting Around the Budget Form
6. Default Budget Code Structure
7. Creating a Budget Code
8. Reviewing a Budget Code – Financial Tab
9. Budget Reports – Budget Codes
10. Budget Queries
11. Review Questions
12. Contracts Overview
13. Contract Types
14. Getting Around the Contracts Form
15. Creating a Subcontract
16. Creating a Subcontract – Contract Amounts
17. Contract's Impact on Budget
18. Review Questions

Change Management

1. Potential Change Order vs. Change Order
2. Change Management Process Overview
3. Budget and Cost Allocations for PCO Items
4. Creating a Potential Change Order
5. Sending a Request for Proposal
6. Reviewing Potential Change Order Items
7. Creating a Subcontract Change Order
8. Review Questions

Configuration Capabilities

1. Configuration Capabilities Overview
2. Prolog® Configuration and Maintenance Tools
3. Security Manager
4. Prolog® Nomenclature
5. Global Options
6. Portfolio Manager
7. Review Questions