

Cost Management–CM 201

The Cost Management **CM 201** course covers all modules located in the Cost Management folder. This course also covers the cost management modules needed to establish cost codes and ledger templates.

Objective

The Cost Management CM 201 course covers all modules needed to fully use the cost management features of Autodesk® Constructware® project management software. The end-user functionality is reviewed and includes creating contracts, POs, and pay applications and understanding the change order management process.

Configuration options are reviewed to create the structure of the cost management toolsets. The session reviews all maintenance modules required to set up the cost management toolset for your project or company.

This session also covers cost topics: committed versus uncommitted costs; managing costs as they relate to increased scope/budget; understanding financial reporting (indicated outcome reports, cost to complete reports, budget reports).

To get the full benefit of the course, attendees are asked to bring electronic and printed versions of cost reports, requirements, or both for your cost management needs.

Upon completion of this course, attendees will be able to

- Create change orders through the change order management lifecycle
- Create, distribute, and approve pay applications
- Create cost code and ledger templates for various contract delivery methods (such as GMP, Cost Plus, Joint Venture)
- Create markup formulas
- Create defaults and understand customization tools for modules used in cost management
- Understand and determine classification of costs depending on project/company needs
- Create reports for project and company needs specific to the cost management toolset

Why attend?

The Cost Management toolset is a powerful component of the Constructware application. Use of these tools provides effective cost control and cost tracking. Learning how to use the tools brings the project or program job costing to the next level. Track not only committed costs, but any potential costs that could affect the total project cost.

Who should attend?

This course is open to any Constructware user. Individuals with a basic understanding of construction job costing are able to easily grasp the concepts of how the Cost Management tools function. Project accountants, cost managers, project managers, and project engineers and anyone responsible for tracking costs or will be training those that track cost should attend this course. The agenda for the two-day course is as follows:

Day One	Topics
8:30–11:00	Budgets, Contracts, Purchase Orders, POCOs, Invoices, and Forecasts
11:00–11:45	Change Order Process to include Cost Items and Cost Events
11:45–12:45	Lunch
12:45–2:15	Continued Change Order Process to include Request Change Orders, Owner Change Orders, Contractor Change Orders, and Owner RFPs
2:15–5:00	Schedule of Value (SOV) Setup and Pay App Process, Contractor Change Requests, and Risk Management
Day Two	Topics
8:30–9:15	Cost Management Overview
9:15–10:00	Cost Code Templates
10:00–10:15	Break
10:15–11:45	Ledger Templates
11:45–12:45	Lunch
12:45–1:15	Budget Templates
1:15–2:00	Markup Formulas
2:00–2:45	Processing Documents
2:45–3:45	Module Setup
3:45–5:00	Reports and Review

Price

The cost for the two-day Introduction to Cost Management course (CM 201) is \$695 per person. This price does not include attendee travel expenses (all meals, lodging, transportation, and so forth). The course fee includes a Cost Management Manual.

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