

## SPECTRUM JOB MANAGEMENT – PM.1

<b>COURSE OUTLINE</b>	<p>This course includes training on all elements of the Spectrum software related to Job Management. Setting up the initial job with budget phase breakdown and expand with document tracking and project log.</p> <p>This course is ideal for users that are new to Spectrum and will operate in the capacity of Project Manager, Project Coordinator/Administrator, CFO, Controller.</p> <p>Each student will be working along the instructor on their own computer gaining valuable hands on training. At completion of each topic, student will be provided examples to work through at their own pace assisted by the instructor.</p> <p>At the end of each day each student will be provided an assignment with requirement to provide the instructor with output from the software to showcase their ability to complete the assignment. At successful completion the student will receive a certificate of completion signed by the instructor.</p>	
<b>LOCATION</b>	<b>Client Site</b>	Training can be facilitated on site provided client can provide a suitable room.
	<b>Construction Context Training Lab</b>	Training can be facilitated in a training lab at construction context office in Calgary.
<b>FACILITATOR</b>	<b>Cameron Way</b>	Cameron brings a wealth of experience with several years working in Construction Administration followed by 4 years as a Spectrum Software Trainer.
	<b>Jeff Kearns</b>	Jeff has over 15 years of relevant experience from working directly in the construction industry as an administrator and project manager. The last 10 years Jeff has focused on providing software training to construction companies.
<b>COURSE CAPACITY</b>	To provide the highest level of training for each student we recommend no more than 6 participants per session. This small classroom setting ensures that every student will get the attention they require based on their individual baseline.	
<b>HOURS OF INSTUCTION</b>	7 HOURS	
<b>PRICE</b>	\$450.00 + GST per student	

	TIME	TOPIC
JOB MANAGEMENT	DAY 1	
	8.30am – Noon	- Introduction
		- Job Setup
		- Contact Management
		- Setup Budget
		- Import Budget from Excel
	1.00pm – 4.00pm	- Streamlining with Project Setup
		- Quick Job Setup
		- Proposed Jobs
		- Documents
	4.00pm – 4.30pm	- Project Log
		- Complete individual assignment to evaluate student progress