

Project Coordinator

If you have the following roles in AiM you are required to take this course:

- Project Coordinator (Housing PCs, Small Construction PCs, Projects PCs, Planning PCs)

Topics Covered

- Intro/Navigation
- ReADY Project Request (Demo/Discussion)
- Find Phases for Project
- Enter New Phase
- Change Status on Phase
- Cost Analysis
- Enter New Work Order
- Close Phase
- Close Work Order

For Staff, except Housing

- Timecard Entry (non-Housing)