Course 2

Introduction to Facilities Connect and Creating a Project

In today's course, we will explore the following:

- System Orientation / Navigation
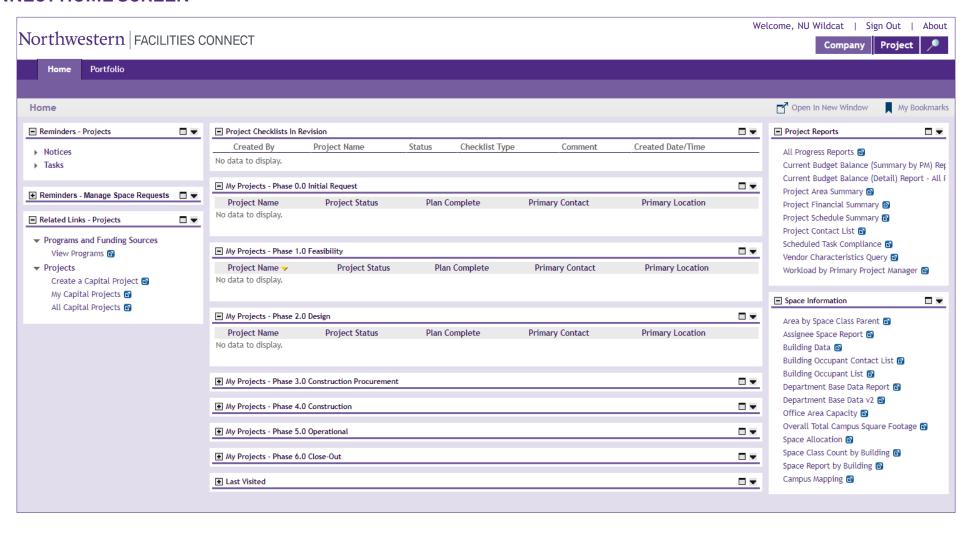- Useful Tips
- Creating a New Project

Section 1 | **System Orientation and Navigation**

NOW VIEWING | PM MODULE HOME SCREEN (COMPANY FOCUS)

FACILITIES CONNECT HOME SCREEN

Welcome, NU Wildcat | Sign Out | About

Northwestern | FACILITIES CONNECT

Company | Project | 🔍

Home | Portfolio

Home | 🔗 Open In New Window | 🔖 My Bookmarks

Reminders - Projects
- ▸ Notices
- ▸ Tasks

Reminders - Manage Space Requests

Related Links - Projects
- ▾ Programs and Funding Sources
  - View Programs 🔳
- ▾ Projects
  - Create a Capital Project 🔳
  - My Capital Projects 🔳
  - All Capital Projects 🔳

Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.

My Projects - Phase 0.0 Initial Request

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.

My Projects - Phase 1.0 Feasibility

Project Name ▾	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.

My Projects - Phase 2.0 Design

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.

⊞ My Projects - Phase 3.0 Construction Procurement

⊞ My Projects - Phase 4.0 Construction

⊞ My Projects - Phase 5.0 Operational

⊞ My Projects - Phase 6.0 Close-Out

⊞ Last Visited

Project Reports
- All Progress Reports 🔳
- Current Budget Balance (Summary by PM) Rep
- Current Budget Balance (Detail) Report - All F
- Project Area Summary 🔳
- Project Financial Summary 🔳
- Project Schedule Summary 🔳
- Project Contact List 🔳
- Scheduled Task Compliance 🔳
- Vendor Characteristics Query 🔳
- Workload by Primary Project Manager 🔳

Space Information
- Area by Space Class Parent 🔳
- Assignee Space Report 🔳
- Building Data 🔳
- Building Occupant Contact List 🔳
- Building Occupant List 🔳
- Department Base Data Report 🔳
- Department Base Data v2 🔳
- Office Area Capacity 🔳
- Overall Total Campus Square Footage 🔳
- Space Allocation 🔳
- Space Class Count by Building 🔳
- Space Report by Building 🔳
- Campus Mapping 🔳

FACILITIES CONNECT HOME SCREEN

GETTING STARTED

A. The **Portal Tabs** provide general navigation across Facilities Connect; the selected tab will be highlighted in light purple
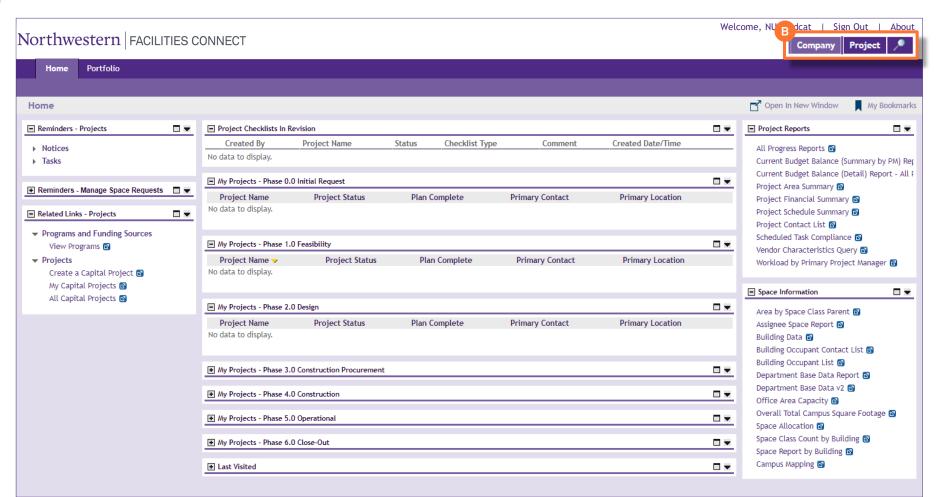
- **Home Tab**

- **Portfolio Tab**

Northwestern | FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

Company | Project

A | Home | Portfolio

Home

Open In New Window | My Bookmarks

Reminders - Projects
- Notices
- Tasks

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FACILITIES CONNECT HOME SCREEN

GETTING STARTED

B.   The **Focus Bar** provides project search functionality and changes the orientation of the

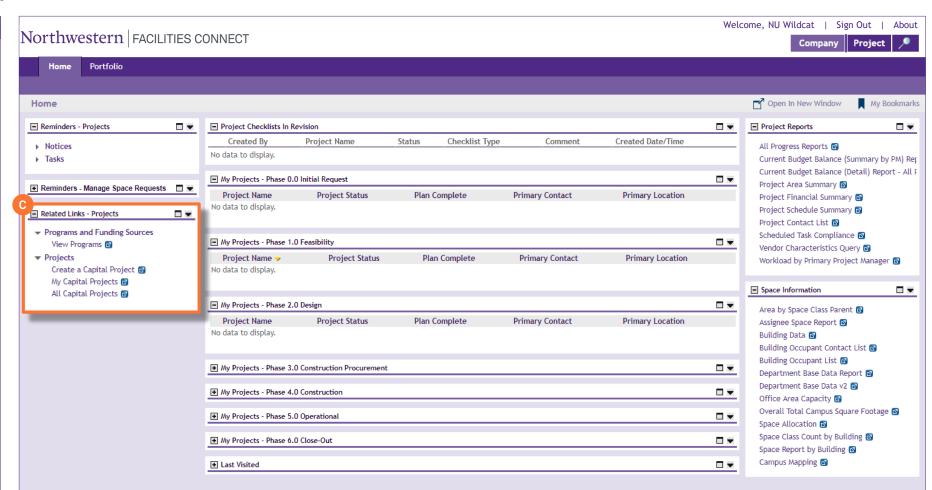- **Company**

- **Project**

- **Magnifying Glass (Search)**

Welcome, NU Wildcat | Sign Out | About

Northwestern | FACILITIES CONNECT

B [Company | Project | 🔍]

| Home | Portfolio |

Home   Open In New Window   My Bookmarks

Reminders - Projects
- Notices
- Tasks

Reminders - Manage Space Requests

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NOW VIEWING   PM MODULE HOME SCREEN (COMPANY FOCUS)

FACILITIES CONNECT HOME SCREEN

GETTING STARTED

C.   The **Related Links - Projects portlet** contains the following links

- **Create a Capital Project –** Launches the form to initiate a new project

- **My Capital Projects –** Provides a clickable list of all projects for which the user is associated (access / edit rights)

- **All Capital Projects –** Provides a clickable list of all NU Facilities projects (read only access for those projects which the user is not associated)

Northwestern | FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

Company | Project

Home   Portfolio

Home   Open In New Window   My Bookmarks

Reminders - Projects
- Notices
- Tasks

Reminders - Manage Space Requests

C **Related Links - Projects**
- Programs and Funding Sources
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FACILITIES CONNECT HOME SCREEN

GETTING STARTED

D. The **'My Projects' portlets** provide a clickable queue of the user's associated projects, grouped by the current project phase (each portlets can be expanded or collapsed)

- **Project Checklists in Revision**

- **Phase 0.0 – Initial Request**

- **Phase 1.0 – Feasibility**

- **Phase 2.0 – Design**

- **Phase 3.0 – Construction Procurement**

- **Phase 4.0 – Construction**

- **Phase 5.0 – Operational**

- **Phase 6.0 – Close-Out**

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Welcome, NU Wildcat | Sign Out | About

Company | Project

Home | Portfolio

Home   Open In New Window   My Bookmarks

Reminders - Projects

▸ Notices
▸ Tasks

Reminders - Manage Space Requests

Related Links - Projects

▾ Programs and Funding Sources
   View Programs
▾ Projects
   Create a Capital Project
   My Capital Projects
   All Capital Projects

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FACILITIES CONNECT HOME SCREEN

GETTING STARTED

E. The **Project Reports portlet** provides a clickable list of available project management module reports

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Welcome, NU Wildcat | Sign Out | About

[Company] [Project] 🔍

Home | Portfolio

Home   Open In New Window   My Bookmarks

Reminders - Projects
▸ Notices
▸ Tasks

Reminders - Manage Space Requests

Related Links - Projects
▾ Programs and Funding Sources
   View Programs
▾ Projects
   Create a Capital Project
   My Capital Projects
   All Capital Projects

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My Projects - Phase 4.0 Construction

My Projects - Phase 5.0 Operational

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FACILITIES CONNECT HOME SCREEN

GETTING STARTED

F.   **Project Focus** is an available option on the **Focus Bar** for viewing project management options **within** a selected project.

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Northwestern | FACILITIES CONNECT

Company | Project   🔍

Home

Home   ⬚ Open In New Window   🔖 My Bookmarks

⊟ Related Links - Capital Project General   ⬚ ▾

▾ Contracts
   Purchase Orders 🔲

⊟ Related Links - Capital Project Progress   ⬚ ▾

▾ Progress
   Request For Information 🔲
   Project Report 🔲
▾ Checklists
   Project Phase 🔲
▾ Inspections
   Punchlist 🔲
▾ Issues And Change
   Issue Item 🔲
   Potential Change Order 🔲
▾ Risk
   Risk Item 🔲
▾ Permit
   Record 🔲
▾ Meetings
   Meeting Record 🔲

⊟ Progress Reports   ⬚ ▾

Add   Delete

!	ID	Fiscal Period	Title	Budgeted Cost Of Work Performed	Actual Cost Period End	Status

No data to display.

⊟ Project Contacts   ⬚ ▾

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			

FACILITIES CONNECT HOME SCREEN

G. To search and select a specific project for modification, click the **Magnifying Glass (Search)** on the **Focus Bar**

H. Once a project is selected, the **Project Name** will appear in the space immediately to the left of the **Focus Bar.** The **Project Focus** will now be highlighted in light purple, indicating that it is being displayed.

Northwestern | FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

H Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018   Company   Project   **G**

Home

Home   Open In New Window   My Bookmarks

Related Links - Capital Project General

▼ Contracts
  Purchase Orders

Related Links - Capital Project Progress

▼ Progress
  Request For Information
  Project Report
▼ Checklists
  Project Phase
▼ Inspections
  Punchlist
▼ Issues And Change
  Issue Item
  Potential Change Order
▼ Risk
  Risk Item
▼ Permit
  Record
▼ Meetings
  Meeting Record

Progress Reports

Add   Delete

!	ID	Fiscal Period	Title	Budgeted Cost Of Work Performed	Actual Cost Period End	Status

No data to display.

Project Contacts

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			

FACILITIES CONNECT HOME SCREEN

GETTING STARTED

I. The **Related Links – Capital Project Progress** portlet will also be displayed, providing several clickable link options available to the user in managing his/her project, including:

- **Request For Information –** Add and attach an RFI to the project

- **Project Report –** Create an interim (e.g. weekly) project report

- **Project Phase Checklist–** Apply or update a project phase checklist

- **Punchlist –** Add a punchlist to the project

- **Issue Item –** Document an issue associated with the project

- **Potential Change Order –** Develop a potential change order for the project

- **Risk Item –** Document a risk associated with the project

- **Permit Record –** Add a permit to the project

- **Meeting Record –** Document a project meeting (e.g. weekly status report) and upload supporting documents

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Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018   **Company**   **Project**   🔍

Home

Home   Open In New Window   My Bookmarks

Related Links - Capital Project General

- ▼ Contracts
  - Purchase Orders

I **Related Links - Capital Project Progress**

- ▼ Progress
  - Request For Information
  - Project Report
- ▼ Checklists
  - Project Phase
- ▼ Inspections
  - Punchlist
- ▼ Issues And Change
  - Issue Item
  - Potential Change Order
- ▼ Risk
  - Risk Item
- ▼ Permit
  - Record
- ▼ Meetings
  - Meeting Record

Progress Reports   Add   Delete

! ID	Fiscal Period	Title	Budgeted Cost Of Work Performed	Actual Cost Period End	Status

No data to display.

Project Contacts

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			

FACILITIES CONNECT HOME SCREEN

GETTING STARTED

J.   The **Portfolio Portal Tab** provides new options including the ability to search and update external companies and external contacts in Facilities Connect

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Welcome, NU Wildcat | Sign Out | About

Northwestern | FACILITIES CONNECT

Company | **Project** | 🔍

Home | Portfolio

Home ＞ **Portfolio**

Open In New Window   Add to Bookmarks   My Bookmarks

Geography
Countries
States
Cities

Locations
Property
Buildings
Land
Structures
Floors
Spaces

Organizations
Departments
External Companies
Workgroups

People
Employees
Consultants
External Contacts

Specifications
Building Equipment
Consumables
Core
Keys
Key Rings
Locks
Tools & Test Equipment
Vehicles

Assets
Building Equipment
Core
Keys
Key Rings
Locks
Tools & Test Equipment
Vehicles

FACILITIES CONNECT HOME SCREEN

GETTING STARTED

K. The **Organizations portlet** contains a clickable link to view available External Companies (e.g. vendors)

L. The **People portlet** contains a clickable link to view and update External Contacts (e.g. vendors).

- Once an **External Contact** has been added and associated with an **External Company**, they may be classified in a specific role (e.g. General Contractor) and associated with a project

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Welcome, NU Wildcat | Sign Out | About

Northwestern | FACILITIES CONNECT

Company | Project

Home | **Portfolio**

Home › Portfolio

Open In New Window | Add to Bookmarks | My Bookmarks

Geography
- Countries
- States
- Cities

Organizations
- Departments
- External Companies
- Workgroups

Specifications
- Building Equipment
- Consumables
- Core
- Keys
- Key Rings
- Locks
- Tools & Test Equipment
- Vehicles

Locations
- Property
- Buildings
- Land
- Structures
- Floors
- Spaces

People
- Employees
- Consultants
- External Contacts

Assets
- Building Equipment
- Core
- Keys
- Key Rings
- Locks
- Tools & Test Equipment
- Vehicles

Section 2 | **Useful Tips for Facilities Connect**

FACILITIES CONNECT - USEFUL TIPS

▼ GETTING STARTED

➢ The browser **Back** button is not supported in Facilities Connect.

Use of the browser **Back** button may log you out of Facilities Connect inadvertently, and create loss of unsaved work

⚠ **<u>Do Not</u>** click the browser **Back** button. Use available Facilities Connect action buttons and links throughout the system for navigation

FACILITIES CONNECT - USEFUL TIPS

▼ **GETTING STARTED**

➢ Save work often; unsaved changes can easily be lost in Facilities Connect.

The **Save** and **Save & Close** buttons are located in the top right corner of most screens and forms in Facilities Connect

⚠ Save your work often using the **Save** and **Save & Close** buttons

FACILITIES CONNECT - USEFUL TIPS

▼ **G E T T I N G S T A R T E D**

➢ Be mindful of the **Focus Bar**. These buttons allow you to toggle between a **Company Focus** and a **Project Focus** in Facilities Connect

Company Focus (default)– user view and functionality oriented for initiating, accessing, or working **across** projects

Project Focus – user view and functionality oriented for working **within** an existing project;

Additionally, the **Magnifying Glass** button allows you to quickly search and select a project for viewing or modification.

⚠ Be mindful of the **Focus Bar.** These buttons allow you to switch between the **Company** and **Project** focus, or use the Magnifying Glass button to search and select available projects.

FACILITIES CONNECT - USEFUL TIPS

▼ GETTING STARTED

➤ **Radio buttons** – allow the user to select only one (1) option

➤ **Checkboxes** – allow the user to select multiple options

⚠ **Radio buttons** allow you to choose one (1) option; **Checkboxes** allow you to choose multiple options

Radio buttons | Circular; allows for only one (1) option to be selected

	Evanston Campus		
⦿	Evanston Campus		
○	Evanston Campus	1007 Church	
○	Evanston Campus	1007 Church	02

Checkboxes | Rounded Squares; allows for multiple options to be selected ←

☑	Evanston Campus	1007 Church	02
☑	Evanston Campus	1007 Church	02
☑	Evanston Campus	1007 Church	02

FACILITIES CONNECT - USEFUL TIPS

▼ GETTING STARTED

➤ **Project Record Status** controls the project record's behavior and available options

⚠ Be aware of the current **Project Record Status**; it controls the project record's behavior and available options

General

ID 1001090

★ Date 11/25/2018

★ Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

★ Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

Status

Status Active

- Record is **Active**

- Record behaves as **Read-Only**

- Record must be placed into **Revision** in order to edit the project's fields and attributes

Status Revision In Progress

- Record is in **Revision**

- Record is **Editable**

- Record should be returned to **Active** status when changes are not actively being performed

Section 3 | **Creating a Project**

Creating a New Project

What will we review?

Initiate	Setup	Execute	Manage	Closeout

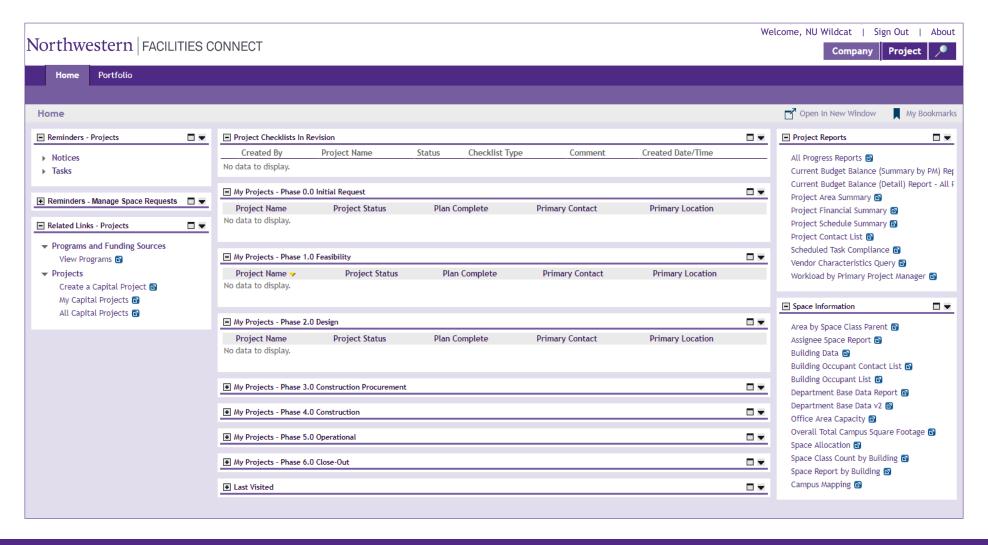| ▼ Step	▼ Where	▼ Requirement
Request Capital Chartstring (If applicable)	CURRENT	When applicable
Create Project NEW • Apply Naming Conventions • Select between Capitalized or Non-Capitalized • Apply Project Chartstring (if applicable) • Add Location Information	FACILITIES CONNECT	Always
Add NU Facilities Project Contacts	FACILITIES CONNECT	Always
Apply Large / Small Project Template NEW	FACILITIES CONNECT	Always
Create Draft / Save Project NEW	FACILITIES CONNECT	Always

2

Creating a New Project

What will we review?

| Initiate | Setup | Execute | Manage | Closeout |

▼ Step	▼ Where	▼ Requirement	▼ Frequency
Add Primary Customer Contact	FACILITIES CONNECT	When applicable	Project Initiation
Add Supplemental Project Information • Select Project Type • Select Project Classification • Select Project Status	FACILITIES CONNECT	Always	Project Initiation (update as necessary)
Add Project Scope • Add Scope Description • Enter Site Information • Select Project Impacted Area	FACILITIES CONNECT	Always	Project Initiation (update as necessary)

Step 1

Access the **Create a New Capital Project** Form

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Company **Project** 🔍

Northwestern | FACILITIES CONNECT

Home **Portfolio**

Home   📂 Open In New Window   🔖 My Bookmarks

⊟ Reminders - Projects

▸ Notices
▸ Tasks

⊞ Reminders - Manage Space Requests

⊟ Related Links - Projects

▾ **Programs and Funding Sources**
    View Programs 📷
▾ **Projects**
    Create a Capital Project 📷
    My Capital Projects 📷
    All Capital Projects 📷

⊟ Project Checklists In Revision

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Project Name ▾	Project Status	Plan Complete	Primary Contact	Primary Location

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Project Name	Project Status	Plan Complete	Primary Contact	Primary Location

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⊞ My Projects - Phase 4.0 Construction

⊞ My Projects - Phase 5.0 Operational

⊞ My Projects - Phase 6.0 Close-Out

⊞ Last Visited

⊟ Project Reports

All Progress Reports 📷
Current Budget Balance (Summary by PM) Rep
Current Budget Balance (Detail) Report - All F
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Project Contact List 📷
Scheduled Task Compliance 📷
Vendor Characteristics Query 📷
Workload by Primary Project Manager 📷

⊟ Space Information

Area by Space Class Parent 📷
Assignee Space Report 📷
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Building Occupant Contact List 📷
Building Occupant List 📷
Department Base Data Report 📷
Department Base Data v2 📷
Office Area Capacity 📷
Overall Total Campus Square Footage 📷
Space Allocation 📷
Space Class Count by Building 📷
Space Report by Building 📷
Campus Mapping 📷

Step **1**

Access the **Create a New Capital Project** Form

Step 1

Access the **Create a New Capital Project** Form

Step 2

Apply **Project Name** and **Date Information**

Step 2

Apply **Project Name** and **Date Information**

IMPORTANT
CONCEPT

Naming a Project

The name of project in Facilities Connect must adhere to the following convention:

| Building / Area Name | **+** | Sub-Location | **+** | Description | **+** | Effort | **+** | Year |

Step 2

Apply **Project Name** and **Date Information**

EXAMPLE

Naming a Project

The name of project in Facilities Connect must adhere to the following convention:

Building / Area Name	+	Sub-Location	+	Description	+	Effort	+	Year
⬇		⬇		⬇		⬇		⬇
Abbott Hall		**Second Floor**		**MFA Teaching Studio**		**Buildout**		**2018**

Step **2**

Apply **Project Name** and **Date Information**

EXAMPLE

Naming a Project

Resulting Project Name / Project Reporting Name:

Abbott Hall **+** Second Floor **+** MFA Teaching Studio **+** Buildout **+** 2018

Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

Step 3

Select **Project Category**

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Northwestern | FACILITIES CONNECT

Company | Project

Home Portfolio

Home ▸ **Create a Capital Project**

🖨 Print   ⬈ Open In New Window   Add to Bookmarks   My Bookmarks

General Scope Schedule Budget Procurement Contacts Notes & Documents

Create Draft   x

(Required): Create a Project by entering general information about the project.

− General

	ID		Status
★ Date	11/24/2018		
★ Name	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018		
★ Project Reporting Name	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018		

− Details

Project Type		Project Classification	New Construction
Project Status		Project Phase	0.0 Initial Request
Project Website	about:blank		
★ Project Category			
Accounting Cost Center		Project Cost/SqFt (Budget Current / Project Gross Construction Area)	$.00 US Dollars

⊞ Units

⊞ Environmental

Step 3

Select **Project Category**

Step **4**

Add Project **Chartstring** (Capitalized Only)

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Company | Project | 🔍

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General   Scope   Schedule   Budget   Procurement   Contacts   Notes & Documents

Create Draft   x

(Required): Create a Project by entering general information about the project.

➖ General

ID	Status
★ Date	11/24/2018 📅 ⊗
★ Name	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018
★ Project Reporting Name	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

➖ Details

Project Type [_____▼]   Project Classification New Construction [_____▼]

Project Status [_____🔍⊗]   Project Phase 0.0 Initial Request

Project Website about:blank   ➡

➡ ★ Project Category Capitalized [____▼] - → ★ Chartstring [_____🔍⊗]

Accounting Cost Center [_____]   Project Cost/SqFt (Budget Current / Project Gross Construction Area) $.00   US Dollars

➕ Units

➕ Environmental

Step 5

Add Project **Primary Location**

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General   Scope   Schedule   Budget   Procurement   Contacts   Notes & Documents

Create Draft   x

(Required): Create a Project by entering general information about the project.

─ General

ID		Status	

★ Date 11/25/2018 📅 ⊗

★ Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

★ Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

─ Details

Project Type ▼   Project Classification New Construction ▼

Project Status 🔍 ⊗   Project Phase 0.0 Initial Request

Project Website about:blank   ➡

★ Project Category Capitalized ▼   ★ Chartstring 812-1830000-80039341-01 🔍 ⊗

Accounting Cost Center 812-1830000-80039341-01   Project Cost/SqFt (Budget Current / Project Gross Construction Area) $.00   US Dollars

➕ **Primary Customer Contact**

─ Primary Location   ➡ Find | Clear

★ Location Path

Step 5

Add Project **Primary Location**

Step 5

Add Project **Primary Location**

Step 5

Add Project **Primary Location**

Step 6

Add Project Primary Manager

Step 6

Add **Project Primary Manager**

Step 6

Add **Project Primary Manager**

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General   Scope   Schedule   Budget   Procurement   **Contacts**   Notes & Documents

Create Draft   x

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

— **Contacts**

Add Person | Remove

Export   2 total found   Apply Filters   Clear Filters

Show: 20 ▼

☐	! Role	Person	Work Phone	Fax	Email	Primary Organization
	Contains	Contains	Contains	Contains	Contains	Contains
☐	Project Director					
☐	Project Primary Manager					

Contact Role: 1025610 - Project Primary Manager-Capital Project

Print   Help

Save   **Save & Close**   More ▼   x

(Required): Select the contact and their role.

Linked Form   Capital Project   Linked Record

— **Contact**

Find | Clear

* Name   Project Manager,Pete   ID

Primary Organization

Email   Mobile

Work Phone   Work Fax

— **Role**

Find | Clear

* Role   Project Primary Manager

Save   Save & Close   More ▲   x

— **Contacts Description**

Font Family ▼   Font Size ▼   Paragraph ▼

Create Draft   x

Step **7**

Add **Project Director**

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General | Scope | Schedule | Budget | Procurement | **Contacts** | Notes & Documents

Create Draft | x

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts

Add Person | Remove

Export | 2 total found | Apply Filters | Clear Filters

Show: 20 ▼

	!	Role	Person	Work Phone	Fax	Email	Primary Organization
		Contains	Contains	Contains	Contains	Contains	Contains
		Project Director					
☐		Project Primary Manager	Project Manager,Pete				

Contacts Description

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Create Draft | x

Step 8

Create Draft

Step 9

Apply **Project Template**

Step 9

Apply **Project Template**

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General | Scope | Schedule | Budget | Procurement | **Contacts** | Notes & Documents

Activate | Calculate | Save | Save & Close | More | x

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Apply Template

– Contacts

Add Person | Remove

Export | 2 total found | Apply Filters | Clear Filters

Show: 20 ▼

!	Role	Person	Work Phone	Fax	Email	Primary Organization
	Contains	Contains	Contains	Contains	Contains	Contains
☐	Project Director	Director,Diane				
☐	Project Primary Manager	Project Manager,Pete				

– Contacts Description

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Activate | Calculate | Save | Save & Close | More | x

Step 9

Apply **Project Template**

Step **10**

Save Project

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General   Scope   Schedule   Budget   Procurement   **Contacts**   Notes & Documents

Activate   Calculate   **Save**   Save & Close   More ▾   x

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

➖ **Contacts**

Add Person | Remove

Export   2 total found   Apply Filters   Clear Filters   Show: 20 ▾

☐	!	Role	Person	Work Phone	Fax	Email	Primary Organization
		Contains	Contains	Contains	Contains	Contains	Contains
☐		Project Director	Director,Diane				
☐		Project Primary Manager	Project Manager,Pete				

➖ **Contacts Description**

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Activate   Calculate   Save   Save & Close   More ▲   x

Create a New Project

Exercise

Now that we have seen the process of **Creating a New Project**, let's practice together in Facilities Connect.

Open your laptop and enter the following address in your browser:
https://northwestern-qa.tririga.com

Conclusion
Wrap Up

This concludes Course 2: Introduction to Facilities Connect and Creating a Project
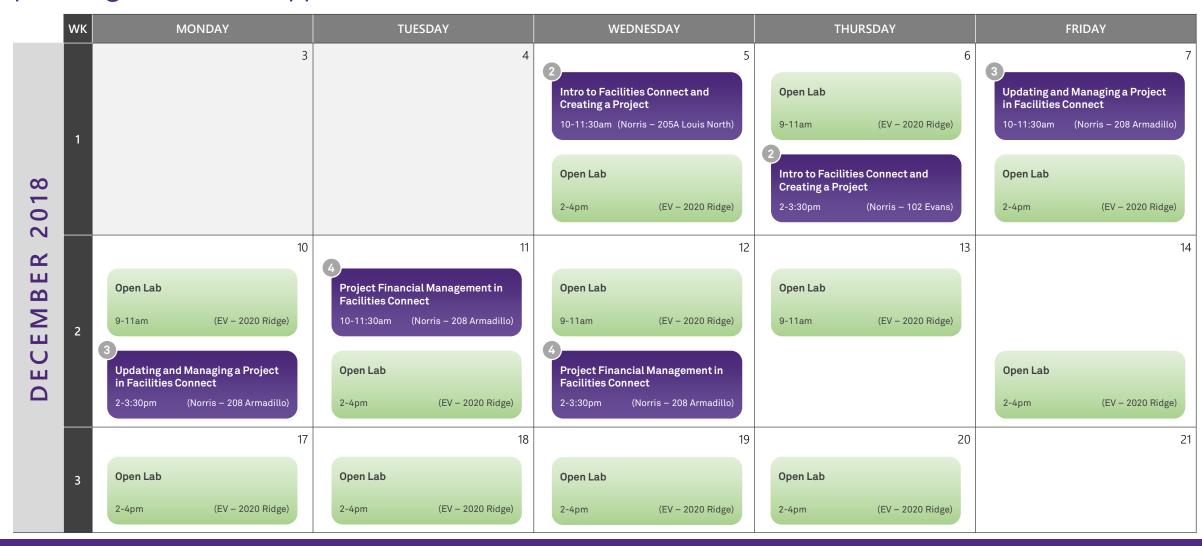
Thank you for your participation!

The next course in the Facilities Connect – Project Management series is:
Course 3: Updating and Managing Projects in Facilities Connect

Conclusion
Upcoming Courses + Support Calendar

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	3	4	5 **2** Intro to Facilities Connect and Creating a Project 10-11:30am (Norris – 205A Louis North) — Open Lab 2-4pm (EV – 2020 Ridge)	6 Open Lab 9-11am (EV – 2020 Ridge) — **2** Intro to Facilities Connect and Creating a Project 2-3:30pm (Norris – 102 Evans)	7 **3** Updating and Managing a Project in Facilities Connect 10-11:30am (Norris – 208 Armadillo) — Open Lab 2-4pm (EV – 2020 Ridge)
2	10 Open Lab 9-11am (EV – 2020 Ridge) — **3** Updating and Managing a Project in Facilities Connect 2-3:30pm (Norris – 208 Armadillo)	11 **4** Project Financial Management in Facilities Connect 10-11:30am (Norris – 208 Armadillo) — Open Lab 2-4pm (EV – 2020 Ridge)	12 Open Lab 9-11am (EV – 2020 Ridge) — **4** Project Financial Management in Facilities Connect 2-3:30pm (Norris – 208 Armadillo)	13 Open Lab 9-11am (EV – 2020 Ridge)	14 Open Lab 2-4pm (EV – 2020 Ridge)
3	17 Open Lab 2-4pm (EV – 2020 Ridge)	18 Open Lab 2-4pm (EV – 2020 Ridge)	19 Open Lab 2-4pm (EV – 2020 Ridge)	20 Open Lab 2-4pm (EV – 2020 Ridge)	21

DECEMBER 2018

Conclusion
Feedback and Questions

FEEDBACK / Q&A	**We would like to hear your feedback on today's course and your questions regarding Facilities Connect** Your input will help guide our ongoing Facilities Connect training and support efforts Please send your feedback and questions to **FPMFeedback@northwestern.edu**