

Maximize the Power of Your Solution

Newforma Learning & Development offers courses designed for everyone on your project team – from new users to seasoned administrators. Your firm will see immediate results in productivity and increased organization of project information with Newforma Project Cloud after the very first training session, and the benefits will increase with each additional course taken.

Benefits of Newforma Training

Enjoy immediate results

Your project will realize an immediate return on investment because your project team will be more confident and productive after the first training. Newforma's experienced training consultants will teach users the basics of Newforma Project Cloud and best practices, so they can start using it immediately to complete their daily work more efficiently.

Increase productivity with knowledge

In each course, users will learn practical examples of how to use Newforma Project Cloud to increase their productivity and communication with other team members.

Flexible training to meet your team's needs

Because schedules are hectic and team members are often remotely located, Newforma offers multiple training options for your project team.

Project specific training is included with each project. Schedule your **Administrator Training** (for project administrators and decision makers) to learn best practices and how to configure the software for your project.

Then, schedule the **User Training** (for the entire team) to learn how to use Newforma Project Cloud, once the project is configured. Please send a new email to cloudsupport@newforma.com to inquire for more information.

Additional Customized training is available that focuses on the specific needs of your project team. Training may be purchased and scheduled on a date and time that works best for your team. Please send a new email to cloudsupport@newforma.com to inquire for more information.

Online training tutorials are available on demand so your team can get the information they need quickly and get back to work. Access the library of [Video Tutorials](#) from the Newforma Project Cloud Help site.

Quick Reference Guides are also available from the [Reference Guides](#) page on the Help site.

Instructor-led web based training is offered on a published monthly schedule so team members can register for the training that best fits their needs and schedule. Please [click here](#) for a listing of the sessions offered and to register for training.

Below is the recommended training roadmap for **Administrators**:

- NPCL 200A Administrator Training Session
- NPCL 110A: How to Create a Submittal Register from the Template
- NPCL 200U: User Training Session

If additional training is needed in **configuring** the project, register and attend the following course:

- NPCL 100A: Project Administrators – Project Setup webinar

Below is the recommended training roadmap for **non-administrative users**:

- NPCL 200U: User Training Session

If additional training is needed in configuring the project, register and attend one of the following webinars, based on your user role assignment:

- NPCL 100C: Newforma Project Cloud: **Construction Team Submittals** and RFIs
- NPCL 100D: Newforma Project Cloud: **Design Team Submittals** and RFIs

Course Descriptions

NPCL 200A: Administrator Training Session (90 minutes)

In this instructor-led, working session, users will be introduced to the administrative features of Newforma® Project Cloud. Administrative users will learn how to configure their project and be specifically trained in the submittal and RFI workflow, adding users, module configuration and best practices. In addition, the initial sheet and specification index information and understanding how the indexes will be used during the project will be reviewed.

Target Audience: All software project administrators and anyone who has project process decision making responsibilities.

Learning Objectives:

- Throughout the session, participants will be given the opportunity to ask questions about their specific project and will be guided through the initial set-up of their project.
- Participants will learn how the Submittal/RFI workflow is structured and how minor adjustments can be made, if required.
- Participants will learn how administrative users have the ability to configure the project to match project expectations.
- Participants will learn how the Sheet and Spec Indexes work and, and will be shown how to upload the current documents and link them to the indexes.
- Participants will learn how the Submittal Register works and the advantages of using one.

Pre-requisites: Review the Welcome Email and [Best Practices for Starting a New Project](#)

Mandatory: The Administrator Training is an overview on best practices to set up your project to make sure it is ready for use once your team is trained. A follow-up User Training session is critical to for all project team members to attend and learn how to use the Newforma Project Cloud software.

NPCL 200U: User Training Session (90 minutes)

In this instructor-led training session, all users will be introduced to Newforma® Project Cloud. All users will learn the basics of the user interface and be specifically trained in working with submittals, RFI's, document management, and shared folders.

Target Audience: New users to Newforma® Project Cloud.

Learning Objectives:

- Participants will learn how the Submittal/RFI workflow is structured.
- Participants will learn how to navigate the Newforma® Project Cloud interface to organize, manage and issue a multitude of different document types.
- Participants will learn how to electronically add, review, and mark up submittals and RFIs while providing an audit trail of the decisions.
- Participants will learn how to issue drawings and link them to the sheet index, enabling the entire project team to have access to the most current documents at all times.

Pre-requisites: The project should be completely configured based on the completion of the NPCL 200A: Administrator Training course.

Mandatory: None

Recommendations: The following regularly scheduled, instructor-led webinars will provide additional learning opportunities to specific users.

In addition, the [learning tools](#) from the help site provide additional learning opportunities:

- The [On Demand](#) contains short videos
- The [Reference Guides](#) are step-by-step instructions on how to do something, such as review RFIs or Submittals. These are also in PDF form, so they are easy to print.

NPCL 100A: Project Administrators – Project Setup – (60 minutes)

In this instructor-led webinar, administrative users will be introduced to the administrative features of Newforma Project Cloud. This course provides an overview of some of the best practices to set up your project. Participants will learn

- How to add and manage the project team
- How to set project specific defaults in the submittals, RFIs and document management module configurations
- The importance of the Sheet and Specification Indexes, how they relate to uploaded documents and how to import them into their project
- How to create folders and set permissions in Shared Folders
- The importance and advantages of the Submittal Register

Pre-requisites: Review the Welcome Email (if applicable) and Best Practices for Starting a New Project document

Mandatory: For project administrators that did not attend the project specific NPCL 200A: Administrator Training, and/or those wanting additional training on the core administrative features of the software.

Recommendations: Attend this course for a review of some best practice information on project setup or if you were unable to attend the project specific Administrator Training session.

A follow-up User Training session is critical to for all project team members to attend and learn how to use the Newforma Project Cloud software.

NPCL 110A: How to Create a Submittal Register from the Template – Agenda – (60 minutes)

In this instructor-led webinar, administrative users will understand the advantages of using a submittal register. Participants will learn how to populate the submittal register template, configure the submittal module and upload the template into their project.

- Participants will understand the advantages of using the submittal register
- Participants will learn how to how to complete the submittal register template so it imports correctly and the register can be used to its full potential
- Participants will learn how to configure the submittal module for the register
- Participants will learn how to import the text file into their project
- Participants will learn how to spot-check and extract information from the submittal register

Pre-Requisites: Review the Welcome Email and [Best Practices for Starting a New Project](#) and attend the NPCL 200A: Administrative Training session

Mandatory: For project administrators who want to learn how to create the submittal register from the template.

Recommendations: Attend this course to learn how to properly populate the submittal register template and upload it to your project.

NPCL 100C: Newforma Project Cloud: Construction Team Submittals and RFIs – (60 minutes)

In this instructor-led webinar, contractor and subcontractor users will learn the basics of the user interface, the standard Submittal and RFI workflow, and be specifically trained in working with Submittals and RFI's.

- Participants will learn how to navigate the Newforma Project Cloud interface and help site
- Participants will learn how to electronically add, review, and mark up submittals and RFIs while providing an audit trail of the decisions
- Participants will learn how to create Revised submittal
- Participants will learn how to use the submittal register and logs to track the progress of project submittals.

Pre-requisites: Attend User Training

Mandatory: None

Recommendations: Attend this course for additional training geared to subcontractors and contractors, concentrating on submittals and RFIs.

NPCL 100D: Newforma Project Cloud: Design Team Submittals and RFIs – (60 minutes)

In this instructor-led webinar, design team and secondary reviewer users will learn the basics of the user interface, the standard Submittal and RFI workflow, and be specifically trained in working with Submittals and RFI's.

- Participants will learn how to navigate the Newforma Project Cloud interface and help site
- Participants will learn how to electronically add, review, and mark up submittals and RFIs while providing an audit trail of the decisions
- Participants will learn how to use the submittal register and logs to track the progress of project submittals.
- Participants will learn how to incorporate information from project team members not using Newforma Project Cloud

Pre-requisites: Attend User Training

Mandatory: None

Recommendations: Attend this course for additional training geared to the design team, secondary reviewers and the ownership team, concentrating on submittals and RFIs.

NPCL 102: Quality Control and the Mobile Apps – (60 minutes)

In this instructor-led webinar, users will be introduced to the Newforma Project Cloud Field Management module and mobile applications. All user roles will learn the basics of entering and managing field management items.

- Participants will learn how to electronically add, mark up, assign, and close Quality Control items using the web interface
- Participants will learn how to use the Quality Control logs and generate reports
- Participants will understand the Spatial Index
- Participants will learn how to use the Plans app to add and annotate QC items
- Participants will learn how to use the Capture app to add QC items

- Participants will learn how to use the Tasks app to manage QC items

Pre-requisites: Attend User Training

Mandatory: Some experience using Newforma Project Cloud

Recommendations: Attend this course to learn how to use the Quality Control module and the mobile applications that work with the Quality Control module.