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	<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>COURSE DESCRIPTION</u>
FT INTERNAL	FT101	TECHNOLOGY OF FORMARE TECHNICA	A LOOK AT THE WEB BASED TECHNOLOGY THAT DRIVES FORMARE TECHNICA GLOBAL COMMUNICATION. THE PARTICIPANT WILL GAIN AN INTRODUCTION TO AND ACQUIRE HANDS ON EXPERIENCE WITH: CORP FTP SITE; EXECUTIVE COMMUNICATOR AND FT INSTITUTE ON-LINE. UPON COMPLETION STUDENT WILL DEMONSTRATE FUNCTIONAL KNOWLEDGE AND SKILL TO: VIEW AND MODIFY CENTRALIZED CORP FILES; ADD/VIEW TASKS; VIEW/SEND NOTES; ADD/VIEW/MODIFY PROJECTS; ADD/VIEW CONTACTS; VIEW/MODIFY CENTRALIZED SCHEDULER.
	FT110	CENTRALIZED DATABASE EXPLAINED	ALL FUNCTIONS OF CLIENT TRACKING; BILLABLE TIME; PROJECT COSTS; INVOICING AND PAYMENT ARE MADE VIA THE FORMARE TECHNICA ACCESS DATABASE. THIS COURSE WILL GIVE THE PARTICIPANT A WORKING KNOWLEDGE OF HOW TO FULLY OPERATE AND INTEGRATE WITH THE CENTRALIZED PROJECT DATABASE.
	FT120	SERVICE DESCRIPTIONS AND OVERVIEW	FORMARE TECHNICA IS COMPRISED OF MANY "LAYERS" OF SERVICE OFFERINGS THAT ALL INTER-RELATE. THIS COURSE WILL GIVE THE PARTICIPANT A GLOBAL UNDERSTANDING OF FT AND ALL OF THE SERVICE OFFERINGS CURRENTLY OPERATING UNDER ITS BRAND.
	FT130	MARKETING/SALES PHILOSOPHY AND LITERATURE EXPLAINED	PREREQ: FT120 THE PARTICIPANT OF THIS COURSE WILL LEARN THE UNDERLYING PHILOSOPHY OF FORMARE TECHNICA SALES. BASIC EXAMPLES OF HOW OUR COLLATERAL LITERATURE IS USED TO EXPRESS THIS PHILOSOPHY WILL BE COVERED. THE PARTICIPANT OF THIS COURSE WILL GAIN A SENSE OF "THE EMBODIMENT" OF FT AND LEARN WHAT THIS VISION MEANS TO OUR PERSPECTIVE CLIENTS.



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FT140 DEFINING THE SERVICE OFFERING - THE BUSINESS PLAN

PREREQ: FT110, FT120, FT130 THIS COURSE IS ONLY AVAILABLE TO SENIOR LEVEL MANAGEMENT AND MANAGEMENT WITHIN OUR FAST TRACK PROGRAM. THIS COURSE WILL GUIDE THE PARTICIPANT THROUGH THE DEVELOPMENT OF A SERVICE OFFERING PROPOSAL UTILIZING STANDARD FORMARE TECHNICA PROPOSAL DOCUMENT SETS. THE PARTICIPANTS WILL LEAVE THIS COURSE WITH AN UNDERSTANDING AND COMPETENCY FOR LOGICALLY DEVELOPING/PLANNING ALL ASPECTS OF A SERVICE OFFERING. INCLUDING: CONCEPT, MARKET ANALYSIS, PROOF OF CONCEPT, MARKETING, SALES, OPERATIONS, GLOBAL PROCESS DEVELOPMENT, DUE DILIGENCE AND FUNDING REQUESTS.

PROJECT MANAGEMENT



PM101 BASICS OF THE PMI PMBOK

THIS COURSE WILL COVER THE FUNDAMENTAL KNOWLEDGE AREAS COMMON TO ALL PROJECTS. THESE AREAS ARE WELL EXPLAINED IN THE PROJECT MANAGEMENT INSTITUTE (PMI) PROJECT MANAGEMENT BOOK OF KNOWLEDGE (PMBOK). THIS BOOK, THE PMBOK, SERVES AS THE MAIN TEXT FOR THIS COURSE. THE PARTICIPANT WILL ACQUIRE A GENERAL UNDERSTANDING FOR THE LIFE CYCLE REQUIREMENTS OF ALL PROJECTS AND WILL GENERICALLY EXPLORE THE FORMARE SOLUTION TO ADDRESSING THE CORE PROCESSES DISCUSSED.

PM120 THE PROJECT PLAN

PREREQ: PM101 THIS COURSE WILL GIVE THE PARTICIPANTS A DETAILED LOOK AT OUR CORE PM DOCUMENT THE PROJECT PLAN AND WILL LEARN HOW IT IS TO BE USED IN ADDRESSING THE FUNDAMENTAL AREAS OF PM KNOWLEDGE AND LIFE CYCLE.

PM130 PROJECT COMMUNICATION - THE DEFINITIVE APPROACH

PREREQ: PM101 , PM120 THIS COURSE WILL GIVE THE PARTICIPANT A BETTER UNDERSTANDING OF THE KNOWLEDGE AREA MOST COMMON TO FAILURE - PROJECT COMMUNICATION. THE PARTICIPANT WILL REVIEW THE FT SOLUTION TO PM COMMUNICATION AND WILL BE ABLE TO DEMONSTRATE A COMPLETE WORKING KNOWLEDGE OF THE FT PROJCOM COMMUNICATOR TOOL.

PM200 BASIC MS PROJECT 2002

THIS COURSE SHALL BE REQUIRED OF ALL FT PROJECT STAKEHOLDERS. THE PARTICIPANTS SHALL ACQUIRE A WORKING KNOWLEDGE OF MS PROJECT 2002 WEB INTERFACE AND HOW THIS TOOL WILL BE USED TO FACILITATE PROJECT IN FORMATION BETWEEN ALL STAKEHOLDERS.



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PM210 ADVANCED MS PROJECT 2002

PREREQ: PM101, PM130 , PM200
THIS COURSE IS WILL GIVE A DETAILED KNOWLEDGE OF MS PROJECT 2002 TO THE PARTICIPANT. THIS ADVANCED COURSE WILL BE USEFUL TO THE PROJECT COMMUNICATION FACILITATOR AND SENIOR EXECUTIVE MANAGEMENT OF ANY STAKEHOLDERS FIRM.

CONSTRUCTION MANAGEMENT

CM101 INTRODUCTION TO CONTRACTING METHODS

TBD

CM110 BASIC NEGOTIATIONS

TBD

DESIGN



DP101 INTRODUCTION TO DESIGN AND CONSTRUCTION PROCESS

PARTICIPANTS OF THIS COURSE WILL DISCUSS THE BASIC ROLES OF THE MAJOR DESIGN AND CONSTRUCTION STAKEHOLDERS. THIS COURSE INCLUDES A REVIEW OF THE FUNDAMENTAL PROCESS FLOW FROM DESIGN TO CONSTRUCTION.

DP120 HISTORICAL VIEW OF SYSTEM DESIGN

KNOWING THE "OLD" PROCESS OF SYSTEM DESIGN AND THE ASSOCIATED PROBLEMS WITH THOSE HISTORIC PROCESSES WILL GIVE A FUNDAMENTAL FOUNDATION FOR UNDERSTANDING THE NEW PARADIGM IN SYSTEM DESIGN.

DP130 BASIC METHOD OF INTEGRATED SYSTEM DESIGN

THE NEWLY REVISED MASTERFORMAT PROMISES TO HAVE MANY NEW DESIGN PROCESSES. THE PARTICIPANTS OF THIS COURSE WILL INTRODUCED TO THE FT WAY OF DESIGNING THE SYSTEMS OF A STRUCTURE.

DP140 THE CONSULTATIVE PROCESS

DISCOVERING THE TECHNOLOGY NEEDS OF THE CLIENT IS THE MOST IMPORTANT PART OF PROFESSIONAL DESIGN. THIS COURSE WILL INSTILL INTO THE PARTICIPANTS THE FT PROCESS FOR TECHNOLOGY NEEDS DISCOVERY.

DP200 WRITING THE SPECIFICATION

A LOOK AT THE MASTERSPEC FORMATTING PROCESS AND PROCESS FOR COMPLETING A DETAILED SPEC WILL BE GAINED FROM THIS COURSE.



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DP210 THE DRAWING SET - DETAILS TO
COMMUNICATE TO THE CAD OPERATOR

THIS COURSE WILL REVIEW THE CURRENT DRAFTING STANDARDS FOR T SERIES DRAWINGS. A DETAILED LOOK AT THE FT PROCESS FOR COMPLETING DRAWINGS SETS AND THE NECESSARY INFORMATION FOR THOSE TO BE COMPLETED WILL BE GAINED FROM THIS COURSE.

SALES



SA101 OVERVIEW OF SELLING PROFESSIONAL SERVICES

SELLING PROFESSIONAL SERVICES IS SIMPLY NOT THE SAME AS SELLING PRODUCT. THIS COURSE WILL GIVE THE PARTICIPANT AN OVERVIEW OF THAT DIFFERENCE AND WILL LEAVE WITH THE PARTICIPANT A SENSE OF DIRECTION AND PURPOSE IN THE PROFESSIONAL SERVICES SALES ROLES.

SA110 THE REVENUE PLANNER

A DETAILED OVERVIEW OF THE USE AND FUNCTION OF THE FT RESOURCE KNOWN AS "REVENUE PLANNER." THIS COURSE IS ONLY AVAILABLE TO SENIOR MANAGEMENT AND MANAGERS IN THE FAST TRACK PROGRAM.

SA120 BASIC OF SALES TECHNIQUES

PREREQ: SA101 THIS COURSE WILL DISCUSS BASIC PROCESSES AND TECHNIQUES FOR SELLING PROFESSIONAL SERVICES IN SELECT CUSTOMER VERTICALS. THE PARTICIPANT WILL LEAVE WITH AN ARSENAL OF CONCEPTS AND TOOLS THAT WILL ENSURE A SUCCESSFUL SALES CAREER.

SA130 CLOSING TECHNIQUES

THE PSYCHOLOGY OF CLOSING - THIS COURSE WILL INSTILL TECHNIQUES OF READING BODY LANGUAGE, KNOWING PROPER TIMING AND MANY OTHER ADVANCED SALES TECHNIQUES THAT WILL ASSIST IN THE CLOSING OF PROPOSALS.

MASTERFORMAT



MF101 THE EMERGING MASTERFORMAT

THE PARTICIPANTS OF THIS COURSE WILL RECEIVE AN UNDERSTANDING OF THE LATEST DEVELOPMENTS IN THE MASTERFORMAT EXPANSION. ANYONE ON THE DESIGN OR CONSTRUCTION PROCESS WILL FIND VALUE IN THIS COURSE. FROM THE LATEST NUMBERING SYSTEM TO THE LOGIC BEHIND THE OVERALL EXPANSION EFFORT - THE PARTICIPANTS OF THIS COURSE WILL HAVE AN UNDERSTANDING OF THE NEWLY REVISED MASTERFORMAT.

MF120 SYSTEMS SECTION OF MFR4

AN ADVANCED LOOK AT THE SYSTEMS SECTION OF THE NEW MASTERFORMAT IS PRESENTED TO THE PARTICIPANTS OF THIS COURSE. A GREATER SENSE OF THE COMPLETE REQUIREMENTS AND INTERDEPENDENCY OF THE SYSTEMS DIVISION WILL BE GAINED.



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