Welcome to the LBNL Facilities Design and Construction Management training website! This site has been developed to provide a training resource to orient new staff to the Design and Construction Management department, as well as providing refreshers for seasoned staff. These resources are a supplement to our procedures, policies and processes. Go here for the Design and Construction Management Procedures Manual page.

Below you will find a series of web-based training modules that pertain to various aspects of work that you may encounter. Click on the links below to view training videos and additional resources for each module. The individual roles to which each module is applicable are listed for reference.

<table>
<thead>
<tr>
<th>Training topics:</th>
<th>Applies to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Initiation</td>
<td>Project Managers, Project Coordinators, Project Controls, Resource Analysts</td>
</tr>
<tr>
<td>Change Orders &amp; Field Orders</td>
<td>Project Managers, Subcontract Administrators, Project Coordinators</td>
</tr>
<tr>
<td>Unauthorized Commitments</td>
<td>Project Managers, Subcontract Administrators, Project Coordinators</td>
</tr>
<tr>
<td>Financial Overview</td>
<td>All</td>
</tr>
<tr>
<td>Accurate Charging</td>
<td>All</td>
</tr>
</tbody>
</table>

**Project Initiation**

A project can be initiated when a client submits a request to Facilities or when funding is appropriated by LBNL or DOE. Facilities assesses the extent and complexity of the project, and then assigns the project to the appropriate Project Manager. The Project Manager contacts the client to acknowledge receipt of the project request, and begins communications with the client to determine the scope of the project. This module will walk you through the process to initiate a project. Additional information can be found in the Design and Construction Management Procedures Manual.

**Additional resources**

- Project Initiation Presentation

**Change Orders & Field Orders**

**Additional resources**

- Construction Field Order Authority Presentation (rev 06/13/2013)

**Unauthorized Commitments**

**Additional resources**

- Unauthorized Commitments Presentation
- Unauthorized Commitment Form

**Financial Overview**
Additional resources

- Financial Overview Presentation

Accurate Charging

Additional resources

- Accurate Charging Presentation