

Accredited GovCon Setting Up Contracts and Projects Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet Setting Up Contracts and Projects Accreditation demonstrates users' knowledge required to perform processes to configure and manage contracts and projects using Unanet GovCon.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

Exam Blueprint

- The exam consists of 25 multiple choice questions.
- This is a timed 30-minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

CATEGORY	WEIGHT
Configuring Contracts <ul style="list-style-type: none">• Configuring Admin Setup• Configuring Properties settings	10%
Creating and Managing Contracts <ul style="list-style-type: none">• Managing Service Contract Act (SCA) Contracts• Create a new Wage Determination• Create a new Contract• Associate one or more Projects with a Contract• Assign Subcontract(s) to Prime Contract• Create a Modification on an open Contract• Report on Contract data	20%
Configuring Projects <ul style="list-style-type: none">• Configuring Admin Setup• Configuring Properties settings	18%

Creating and Managing Projects

- The Project Profile
- Project and Task Billing Types
- Create a new Project with or without Tasks
- Copy and modify an existing Project
- Manage non-billable Projects

53%

Exam Preparation

The exam is based on the training content listed below. While it is optional, we recommend you complete the following training before attempting the exam.

Self-Paced eLearning
Unanet GovCon Using Contract Management (ELN)
Unanet GovCon Introduction to Setting Up Projects (ELN)
Unanet GovCon Managing Project Billing (ELN)
Unanet GovCon Setting Up Project Administrators (ELN)
Unanet GovCon Using Project Assignments (ELN)
Unanet GovCon Using Project Labor Categories (ELN)
Unanet GovCon Using Project Profiles (ELN)
Unanet GovCon Using the Project-Task Hierarchy (ELN)

Instructor-Led Training OR Self-Directed Learning
Unanet GovCon: Setting Up Contracts and Projects (ILT) or (SDL)

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

Resource Documents
Support Portal: Service Contract Act (SCA), Contract, Subcontracts, Modifications, Reporting, Contract Brief, Project Accounting
Support Portal: Project, Task, Status, Project Types, Project Profile, Project Administrator, Approvers, Items, Assignment, Pay Codes, Notes, Alerts, Billing, Expense Type, Labor Categories, Billing Type
Help: Project Items, Project Locations, Project Earned Value Chart, Project Margin Graph, Project Status Report

Please direct questions or comments regarding this and other Unanet University content to VirtualUU@unanet.com.
