

Project Management with Projektron BCS

Target Audience

Departments and project managers, who plan, manage and control projects.

The two-day training course offers an insight into working with Projektron BCS with an emphasis on project planning, control and analysis. The participants will also become familiar with the supporting functions of personal work organization and time recording.

Participants will learn to use the software through independent exercises. Discussion sessions will be used to clarify questions on using the software. Training material is provided.

General Information

Volume of Training: 2 days

Course times: both days from 9:00 a.m. to 5:30 p.m.

Participants: max. 8 persons

Venue: Training venue as announced on:
<http://www.projektron.de/en/courses-seminars/contents/>

Course contents

1. Introduction to Projektron BCS and navigation

- General Navigation
- Filtering functions of views
- Personal settings
- Authorisation system

2. Employees' internal master data

- Edit your own master data
- Allocations, authorisations
- Employees' confidential data

3. Introduction to the Projects workspace

- Project groups, projects, sub-projects and tasks
- Project browser / My Projects

4. Project planning

- Planning Models: Bottom-up vs. Top-down
- Planning and structuring projects with the Project Wizard
- Project master data
- Project templates
- Creation of Work Breakdown Structure
- Time planning
- Team planning
- Effort planning
- Resource load
- Material costs planning
- Budget planning

5. Detailed planning at task level

- Detailed editing with the Task Wizard
- Employees' estimation of remaining time
- Process workflow and checklists
- Reminders and tickets

6. Personal work organisation

- Notes, reminders
- Bookmarks
- Calendars (deadlines, absences, holidays)

7. Time recording

- Task overview and planning
- Booking masks
- Single, daily and weekly bookings
- Estimation of remaining efforts
- Booking Closure
- Analyses of bookings and working hours

8. Project management

- Project status and progress
- Project board
- Gantt diagram, effort and cost diagrams
- Risks and milestones
- Project calendar
- Proceedings
- Project monitoring
- Adjustments to initial planning
- Utilities

9. Project controlling

- Analyses of efforts, personnel costs and material costs
- Overviews of bookings, effort and costs
- Financial, effort and status reports
- Bookings and booking closure
- Multi-project controlling

10. Answers to remaining questions and feedback