

# Basic training 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 independently through exercises. Discussion sessions will be used to clarify questions on using the software. Training material is provided.

## General information

<b>Volume of training:</b>	2 Days
<b>Course times:</b>	both days from 9.00 a.m. to 5.30 p.m.
<b>Participants:</b>	max. 8 persons
<b>Venue</b>	Training venue as announced from: <a href="http://www.projektron.de/service/schulungen/kalender">http://www.projektron.de/service/schulungen/kalender</a>

## Content

### 1. Introduction to Projektron BCS and navigation

- Overview of work areas
- Introduction to navigation
- Personal settings

### 2. Employees' internal master data

- Edit your own master data
- Personal overviews
- Account settings
- Licence activation

### **3. Introduction to the Projects work area**

- Characteristics of project groups, projects, subprojects and tasks
- My Projects

### **4. Project planning**

- Planning and structuring projects with the Project Wizard
- Project master data
- Project templates
- Work breakdown structure
- Scheduling / time planning
- Billing conditions and rates
- Team planning
- Effort planning
- Resource load
- Material costs planning
- Budget planning

### **5. Things to do at task level**

- Enabling to work on tasks
- Process workflows and checklists
- Reminders and tickets

### **6. Personal work organisation**

- Personal overview
- Calendars

### **7. Time recording**

- Task overview and planning

- Single, day and week bookings
- Stopwatch
- Booking closure
- Remaining efforts
- Allowances
- Analysis of hours worked and tracked

#### **8. Team coordination and communication**

- Employees project board
- Process logs
- Communication
- File repository

#### **9. Project Management Issues**

- **What did we accomplish this week?**
  - i. Tracked efforts this week
  - ii. Open Issues
  - iii. Progress (Gantt-Chart)
  - iv. Estimations of remaining efforts
  - v. Task status
- **Will our planned efforts do?**
  - i. Overview efforts
  - ii. Tracking of efforts and tracking restrictions
- **Are we still in time?**
  - i. Gantt-Chart
  - ii. Base plans
  - iii. Conflicts in resource allocation
  - iv. Milestones
- **Are we still in budget?**

- i. Overview costs
  - ii. Personnel costs/team member
- **How do I report the project status?**
  - i. Project dashboard
  - ii. Comments for PM
  - iii. Reports
- **How do we handle change requests?**
  - i. WBS and effort plan
  - ii. Tickets
  - iii. Overview of orders