Powerproject®

Introduction to Powerproject – Two-Day Course

Who should attend?

This course is designed for those who are new to Powerproject and need a full overview starting with the basics of creating projects through to tracking progress and reporting.

Course objectives

On completion of this two-day introductory course you will feel confident creating and updating projects in Powerproject. You will learn to create a logic linked plan and recognise the critical path and float. You will understand how to structure projects, set up code libraries, update progress and print out the project with all necessary reporting.

Duration

This is a two-day course designed for beginners who are new to Powerproject. The course runs at a pace which allows time for practical exercises and questions.
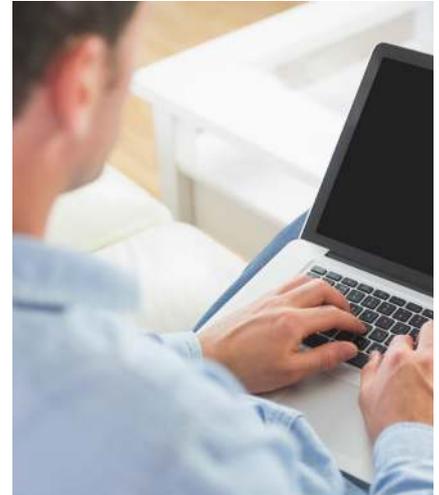
If you are unable to take the two-day course over consecutive days, there is also an option of covering the topics over two separate one-day courses. If taken as separate courses, the first day focuses on project creation and set up, and the second day covers reporting and progressing your project. Please contact us for information.

Progression

Managing Costs and Resources with Powerproject.

Course requirements

A basic level of PC use and knowledge of Windows OS. Each delegate will work at a computer for the duration of the course.

> " Fantastic! Met all my objectives. "
> *Principle Project Planner, Urban Vision*

> " Very informative and effective course. Provides sufficient knowledge to use Powerproject immediately. "
> *Craig Bolding, Senior Surveyor, Osborne*

12 hours CPD across both days

CPD CERTIFIED
The CPD Certification Service
Collective Mark

For more information please contact us on:

T: 01844 261700

E: training@elecosoft.com

elecosoft.com

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Powerproject

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Course content

This course provides an introduction to Powerproject and gives an understanding of the key concepts and features within the software. Exercises and coursework are based on construction-specific projects.

Day One

During the day you will learn how to:

- ◆ Edit and apply working time through calendars
- ◆ Create a linked bar chart
- ◆ Understand and analyse the critical path and float
- ◆ Manipulate the chart using constraints
- ◆ Summarise the bar chart
- ◆ Develop the project into a hierarchy of sub charts
- ◆ Create a coded reporting system
- ◆ Format the project for presentation

Day Two

During the day you will learn how to:

- ◆ Use buffer tasks
- ◆ Create tables and user defined fields
- ◆ Create filters and sorts
- ◆ Work with views on a project
- ◆ Print your results
- ◆ Use baselines for monitoring programmes
- ◆ Update progress on your project
- ◆ Use task pools and templates

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> **"Excellent course. Best format for software training I have attended."**
>
> *Kevin Bassam,*
> *Project Manager – Civils,*
> *Volker Fitzpatrick*

> **"All aspects excellent, well covered and presented."**
>
> *Jozef Mountain, Site Manager,*
> *Kier Southern*

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Powerproject: The power behind successful projects