Super user course: Foundation

The course covers the basic project management and administrative functions.
The course provides an understanding of the links between the programme modules.

The course is usually attended at the start-up of AutoPilot or when a new employee is going to manage administrative functions.

Target group
The course is aimed at employees who manage administrative tasks regarding employees and projects.

Content:

Project and employee tasks
- Project structure and creation of a project
- Conditions of employment
- Creation of clients and suppliers
- Creation of work package and adjustments of fee
- The price list system
- Registration of expenses and subcontracted work
- Editing of hours and expenses
- Completion of projects and activities

Additional Administration
- Hour/Expenses statement
- Annual leave/Time Of in Lieu

Reports
- Work package forecast
- Statistics of hours expended

Duration: 1 full day

Super user course: Billing

The course covers billing, adjustment of fees as well as invoicing reports.

The course is usually attended when implementing AutoPilot or when a new employee is going to manage the billing.

Target group

The course is aimed at both the administrative user and project leaders who will manage billing.

Content:

Detailed run through of invoicing
- Of 'time charge basis' and 'time charge basis with cap' work packages as well as expenses and subcontracted work
- Of 'lump sum' projects with payment schedules (instalments)
- Of %-completion – estimation of stage of the project's activities
- Credit notes
- Manual invoices

Price lists
- Creation of project price lists
- Creation of work package and adjustment of fee

Reports
- Work package forecast
- Invoicing statistics
- Invoicing archive

Duration: 1 full day

Super user course: Project planning

The course is an in depth run through of AutoPilot's planning.

The course is usually attended at implementation of AutoPilot or when planning is to be introduced to the company by a super user. Alternatively – when a new employee is going to be a project leader.

Target group
The course is aimed at project leaders, owners or freelance administrators specialising in supporting the management of projects.

Content:

- Key concepts TRR (Target Rate of Return) and CRR (Current Rate of Return)
- Creation of projects and work packages
- Breakdown of work packages into activities
- Allocation of fee to activities
- Maintenance of Plan of activities – open and complete activities
- Planning at summary, work package, activity and employee level
- Adjustments of fee and creation of new work package
- Handling challenges related to the finance of the work packages
- Capacity overview
- How to use budget employees
- Best practice regarding acquisition projects and projects in pipeline
- Relevant reports and statistics for projects

Duration: 1 full day