

introductory face-to-face training

about

- o 1 Day
- o Hands-on computer-based training, led by a Pronamics senior trainer
- o Learn the fundamentals of Expert Estimation, ensuring you have a solid base to grow your Expert Estimation skills

lesson 1: general overview

- o Starting Expert Estimation
- o Opening an existing project
- o Locating the software version
- o Exiting Expert Estimation

lesson 2: navigating expert estimation

- o Working with Windows
- o Working with multiple projects
- o Setting system options
- o Opening multiple projects
- o Available windows
- o Context menus
- o Toolbar buttons
- o Expert Estimation file management

lesson 3: using expert estimation help

- o Starting help
- o Using help contents
- o Intellihelp
- o Context sensitive help
- o Using the help index
- o Using the help search

lesson 4: starting a new project

- o Managing project files
- o Completing new project details
- o Libraries and master projects
- o Global defines
- o Resources
- o Opening note
- o Terms and conditions
- o Changing project properties

lesson 5: direct cost schedule

- o Entering direct cost entry information
- o Working with lists
- o Copying direct cost entry items from an existing project
- o Copying items from a spreadsheet
- o Setting the item status
- o Provisional sums
- o Working with formulae
- o Roll-up items
- o Viewing item properties

lesson 6: resources

- o Base resources
- o Viewing resources
- o Creating new resources
- o Resource status
- o Copying resources
- o Cloning resources
- o Renaming resources

lesson 7: cost estimate

- o Estimation modes
- o Assigning resources
- o Defines

lesson 8: group resources

- o What are group resources
- o Creating a group resource
- o Group resource calculation
- o Group resource status
- o Applying an existing group resource

lesson 9: overhead cost schedule

- o Entering overhead costs
- o Setting item properties – item type and item status

lesson 10: project summary screen

- o Risks and opportunities
- o Premargin adjustments
- o Postmargin adjustments
- o Entering margin/profit percentages
- o Provisional sum items

lesson 11: calculation and spreading

- o Applying markup
- o Nomination
- o Calculating the estimate and spread

lesson 12: analysis

- o Spread analysis

lesson 13: printing and reporting

- o Changing printer setup
- o Printing reports
- o Exporting reports