

saprima® Basic Training

Duration: 1 day **Language:** German/English

Location: upon agreement

Practice-oriented saprima® basic training - plan, monitor and control projects efficiently. saprima® is an important tool that supports you in planning, managing and controlling projects and resources. In this basic training you will learn and train the safe handling of saprima®.

The following contents from our module catalogue are covered in detail in the training. Based on these module elements, the participants learn "Efficient planning and controlling with saprima®". They gain insight into multi-project planning, learn target-oriented tracking and reporting and receive practical tips and tricks for their daily work with saprima®.

In addition to using the saprima® tool, participants learn how to successfully structure, plan and track projects and resources and how to identify obstacles in time.

The training includes the following module elements:

saprima® Basics

- saprima® at a glance
- The saprima® structures
- Custom settings
- The saprima® Dashboard
- Basic operation and menu navigation

Working with saprima®

- Initiative structure
- Resource structure
- Planning projects
- Filter
- Views
- User defined fields
- Calendar
- Working with resources
- Baseline

Participants

This basic training is aimed at project managers, project staff, project controllers, schedulers and executives who want a solid introduction to saprima® in order to use the programme as an effective support for their project work. The participants already have knowledge in project planning and project management. They are experienced users in handling standard software and operating systems such as Windows and Office applications.

Coaches

All our coaches are experienced professionals in project management and have many years of practical experience in a wide range of industries. They have long-standing know-how within the relevant topics.

Training method

Presence training - the basics and functions of saprima® are clearly conveyed by means of lectures, exercises and practical examples. Targeted application exercises guarantee a direct practical transfer of what has been learned.

Individual in-house training

proadvise individual trainings are goal-oriented and designed according to the needs of the users! Send us your request and we will be happy to make you an individual offer and support you in organising and carrying out the training.