Asta Powerproject 16 - Introduction
1 Day Course

Overview

Asta Powerproject is a professional project management tool aimed at the construction industry. It helps construction companies create plans, and manage projects, costs and resources. This practical course teaches the basics of project management from initial project set-up to progressing and managing tasks and rescheduling.

Audience

This course is designed for site managers and project managers and would also benefit anyone needing to create or update a basic project plan.

Course Objectives

By the end of this course, attendees will be able to:

- Create and manage a basic project
- Enter tasks and durations
- Add milestones and summary tasks
- Link tasks and show the critical path
- Format the Bar Chart display
- Manage the progress of tasks
- Print the project plan

Prerequisites

No prior knowledge of Powerproject or project management is assumed.

Course Contents (1 days)
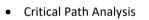
Getting Started

- Screen familiarisation
- Ribbon v Toolbar mode
- Changing Time Line display

Creating a New Project

- Creating a project with a template
- Entering project information

Calendars

- Setting the default Calendar
- Setting exceptions in the Calendar

Creating a Linked Bar Chart

- Entering Tasks
  - Entering tasks and durations
  - Move/Insert/Delete tasks
  - Marking project milestones
  - Updating tasks
  - Multiple tasks on one line (Split/Merge tasks)

- Critical Path Analysis
  - Adding Links
  - Linking tasks and rescheduling
  - Critical Path and Float
  - Show/Hide the critical path
  - Working with Constraints e.g. Constraining tasks to specific dates
  - Setting Lead and Lag time
  - Changing the Project start e.g. date
  - Working with the Datezone

Creating Project Structure

- Creating summary tasks
- Showing and hiding sub-tasks

Formatting

- Display switches to show/hide chart elements
- Displaying different task data on the Bar Chart
- Formatting the task detail
- Adding textual annotations

Creating Code Libraries

- Creating new code library entries
- Applying code libraries
- Basic task Filtering

Basic Progress Entry

- Adding columns to the table
- Entering progress
- Setting a progress date
- Displaying a progress line
- Connecting text boxes to bars

Printing

- Setting print options
- Setting a border file
- Using print preview
- Adding project properties