



**Please note that this outline is only intended as a guide and that any event can be customised to suit you.**

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## **SAP - Project Systems Module**

***Duration – up to 3 days (depending on content)***

### **Overview**

SAP is one of the world's largest, and most powerful, software products. It enables businesses of all sizes to control almost any aspect of their operations, from stock control to human resources.

As every organisation implements SAP differently it is not possible to offer 'generic' courses off-the-shelf. We therefore work very closely with organisations in order to understand their use of SAP and design training which meets their specific needs.

### **Guideline Content**

- Logging on, moving around and searching for information
- Viewing the high-level project definition and WBS
- Checking the budget and limit of liability, (LOL)
- Creating a new network...
  - Defining activities, (including external purchase activities)
  - Setting durations, work and work centres
  - Setting constraints and relationships
  - Setting earned value methods and milestones
- Working in Gantt view, (including customising and saving)
- Adding long text and checking planned spend
- Gaining resource commitment
- Getting the plan baselined, releasing activities for work to start, (including the use of 'start confirmations')
- Reporting, (especially Earned Value reporting)
- Plan progression, (including changes to work and duration and re-scheduling)
- Claiming milestones
- Stopping work and claiming final Earned Value
- Overview of Hierarchy changes, (i.e. at the WBS level)
- Exporting data to other applications