

## **MBElite Cost Planning Training Syllabus (1 Day Course)**

### **First Steps**

- Logging In
- Introducing the Project Manager
- Creating a New Division

### **Creating a New Project**

- Project Properties
- Selecting a Library
- The Library Model
- The Project Structure

### **Creating a New Cost Plan**

- Cost Plans and Versions
- Cost Plan Properties

### **Basic Cost Planning**

- Screen Layout
- Cost Planning Data Structure
- Your first Cost Plan Items
  - Direct Entry
  - Copying from the same/another Cost Plan using the Project Manager
  - Copying from the same/another Cost Plan using Search Facility
  - Copying from a BQ using the Project Manager
  - Copying from a BQ using the Search Facility
  - Copying a complete Part and/or Element from a Cost Plan or BQ
  - Importing part of a previous BQ or Cost Plan from Excel
- Selecting your Cost Plan item order
- Referencing /Paginating Your Cost Plan
- Changing the item levels in your Cost Plan

### **Advanced Cost Planning**

- Attributes and Adjustments – An Introduction
- When to use Attributes and Adjustments
- Allocating Attributes and Adjustments
- Copying Items when Attributes and Adjustments are allocated
- The Attributes and Adjustments Audit Trail
  - Quantity Audit Trail
  - Cost Audit Trail

## **Reports**

- Cost Plan Items Reports
- Other Cost Plan Reports
- Cost Plan Summaries

## **Advanced Features Overview**

- Tags
- Version Control
- Creating a BQ from a Cost Plan