Session Details

Introduction

The purpose of this session is to train users in setting up the basic project in ConQuest, and resourcing using Excel Data. There will also be a brief introduction to the system and its basic navigation.

This training session will be carried out remotely through the Microsoft Teams application

Prerequisites

This session has the following prerequisites:

ConQuest software has been installed and configured

Relevant User accounts have been setup on ConQuest

Users are set up to receive remote training

MUST have COST PLANNING MODULE configured and set up with existing ConQuest Software to have full interactive session BEFORE the training is due to take place

Attendance

This following people should be present during this session:

Click or tap here to enter text. The nominated ConQuest users

Access Group: Software Trainer Consultant plus up to 6 Delegates (min 2)

Timings

This session duration is ½ Day. Session times are :- 09:30 12.00 or 13.:30 :to 16:00

Expected Learning Outcomes of Session

The expected **outcomes** of this session are:

Use and understand the Elemental Job Analysis

Create Coding for Project

Utilise Cost Planning

Utilise Cost Planning Reporting Functions



Topics Covered

The Build Consultant will lead the session, which will cover how to:

Cost Planning

Setting up Coding Structure

Coding Project

Elemental Cost Analysis

Creating a Cost Plan

Cost Plans Reporting

Printing and Reports

Printing Resources

Exporting Reports to Excel

Printing Bills of Quantities

Tender Adjudication Sheet

