

FM101 Fund Manager User Course

Introduction

Overview

This 1-day 'hands on' course is designed to enable FM2000 Fund Manager users to set up and operate the system within their organisation.

Course Aims

This course aims to:

- Introduce the role and purpose of FM2000 Fund Manager
- Consider how FM2000 Fund Manager is to be used within the client organisation
- Describe key product features
- Provide hands-on experience in using the product

Learning Outcomes

On completion of this course you will be able to:

- State what FM2000 Fund Manager is and how it is used
- Describe the use of FM2000 Fund Manager within your organisation
- Set up and operate FM2000 Fund Manager
- Use FM2000 Fund Manager to support budgeting, bid preparation, project monitoring, claim compilation and produce audit trails
- Access help and assistance with FM2000 Fund Manager

Course Details

Course Contents

- Introduction
 - Course overview
 - FM2000 Fund Manager concepts
- FM2000 Fund Manager
 - Architecture
 - Scope
 - Getting started
- System Operation
 - Planning & Budgeting
 - Bid Preparation
 - Data Gathering
- Project Monitoring
 - Project Tracking
 - Claim Compilation
- Reporting
 - Claims
 - Audit
 - Evidencing

Help & Support

- Documentation
- Online forums
- Telephone

Course Duration

1-day.

Course Delivery

This is a classroom-based course that uses presentation sessions and hands-on delegate practical sessions.

Attendance

This course is designed for staff wishing to understand how to set up and operate FM2000 Fund Manager in their organisation.

Pre-requisites

This course requires a basic familiarity with the role and nature of funded projects. Although this is a non-technical course, delegates should be comfortable using PCs.

How to Book

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