System Administrator Training

Learn how UniPhi can support your businesses management processes and delivery functions in this full day CBT course

Configure UniPhi to Support your Business Practices

This course aims to introduce PMO managers, system designers and enterprise architects to the methods and capabilities of UniPhi.

UniPhi features a plethora of configuration elements that allows each deployment to be uniquely tailored to the needs of that client's business. Examples include governance models, document templates, roles and responsibilities, accounting charts of accounts or cost managers cost breakdown structures etc.

UniPhi will challenge your business to think about how you want to track and monitor your projects and their associated portfolios in addition to what reports are needed, how issues and risks are escalated and what processes can be standardised.

It is the system administrators role to translate the requirements and desires of senior management to the way project managers work and the way UniPhi functions. A daunting task made simpler by attendance at a UniPhi system admin course where your trainer will not only describe how to configure the software but the implications of different methods you may be considering.

At the end of this session you will be able to:

1. Set up your companies governance model
2. Create the cost and contract structures to manage costs, administer contracts and report results
3. Capture issues and risks in with logical meta data to assist in reporting and tracking trends
4. Set up escalation processes
5. Set up standard responses to meet SLAs
6. Create standard document templates using UniPhi's unique template engine
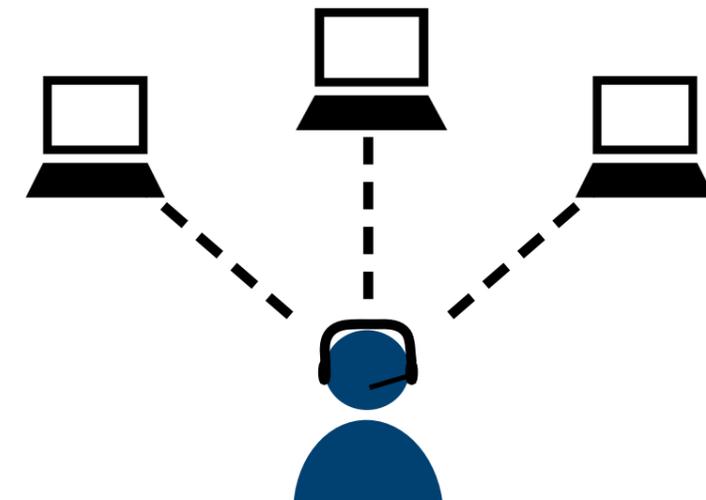7. Document your businesses methodology, management system or ISO processes

" *There is no more important end user to the UniPhi business than the System Administrator.* "

System Admin Functions

Establish Role Based Governance	✓
Create Document Templates	✓
Create Categories for Templates, Risks and Issues	✓
Create Escalation Model for Risks and Issues	✓
Create Issue Templates	✓
Create Risk Assessment Methodology	✓
Establish Resource Rates and Hours	✓
Create Standard Cost Breakdown Structures	✓
Link One Cost Breakdown Structure to Another	✓
Configure System for External Stakeholders	✓

Administration and Costs

Course Fee: $500 ex GST - 8 Hours

All prices, unless otherwise stated, include materials, marking of assessments, luncheons and/or teas and coffees for attendees.

Payment can be made by cheque, credit card or direct bank transfer.

Dates: Please visit http://uniphi-software.com/training/ for the latest training dates at a location near you.

Training Method: This course is a computer based training course. We recommend bringing your own laptop with access to your own data for best results but we can provide equipment if needed.

Enrolment: You can enrol online at http://uniphi-software.com/training/ or via email info@uniphi.com.au with the name, date and location of your course. A confirmation of enrolment will be emailed to you once funds for the course have been receipted.

Cancellations: Users cancelling their attendance two weeks prior to a course will receive a full refund. Later than this will receive a 50% refund

Other Conditions: UniPhi reserves the right to cancel or discontinue any course for whatever reason. In this event, delegates who may have registered for such a course will be informed and all fees will be refunded in full.

On some courses, the number of seats are limited and acceptance will be based on a firstcome, first-served basis.

UniPhi reserves the right to make changes to the course syllabi, schedules, fees and venues to meet changed circumstances. However, UniPhi will make every effort to communicate any changes to our clients as early as possible.
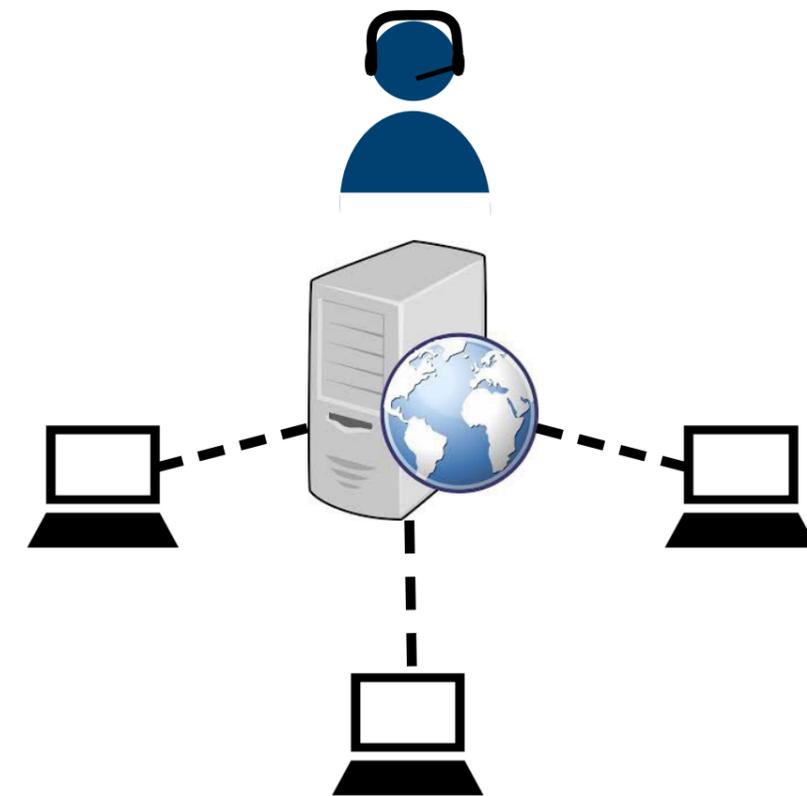
> "
> Compliance audits could be carried out from head office without the need to interrogate the contents of ring-binders, filing cabinets or a myriad of bespoke Excel spreadsheets in remote site offices.
> "

UniPhi software is the centralised system that makes ISO accreditation and maintenance of accreditation simple. It is up to the System Administrator to configure the tool to match the business and then monitor compliance using the transparency features of the software

ISO Accreditation Assessor

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