



Primavera Training - P6 Basic Course (102)

This training session provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also will gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

Course level: Basic

Targeted roles: Program managers, project managers, planners/schedulers.

Course length: 2 days

Prerequisite: Fundamental project management training, knowledge of MS Windows.

Day One:

The Project Management Life Cycle

- ✦ Identify the five process groups in the Project Management Life Cycle

Data, Navigating, and Layouts

- ✦ Describe enterprise and project-specific data
- ✦ Log in
- ✦ Open an existing project
- ✦ Navigate in the Home window and Activities window
- ✦ Open an existing layout
- ✦ Customize a layout
- ✦ Save a layout

Enterprise Project Structure

- ✦ Describe the components that comprise the Enterprise Project Structure
- ✦ View the EPS



Creating a Project

- ✚ Create a project
- ✚ Navigate in the projects window
- ✚ View and modify information in Project Details

Creating a Work Breakdown Structure

- ✚ Define a Work Breakdown Structure
- ✚ Create multiple levels of a WBS hierarchy

Adding Activities

- ✚ Describe an activity and its components
- ✚ Describe activity types
- ✚ Add activities
- ✚ Add a Notebook topic to an activity
- ✚ Add steps to an activity
- ✚ Assign activity codes to activities

Creating Relationships

- ✚ View a network logic diagram
- ✚ Differentiate between the four relationship types
- ✚ Create relationships in the Activity Network
- ✚ Create relationships in Activity Details

Scheduling

- ✚ Perform a forward and backward pass
- ✚ Describe float and its impact on a schedule
- ✚ Identify loops and open ends
- ✚ Calculate a schedule
- ✚ Analyze the scheduling log report



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Assigning Constraints

- ✚ Apply and overall deadline to a project
- ✚ Apply a constraint to an individual activity
- ✚ Add notebook topics to constrained activities
- ✚ Describe the available constraint types

Maintaining the Project Documents Library

- ✚ Describe the difference between a work product and a reference document
- ✚ Create a document record
- ✚ Link the document record to a project document or work product
- ✚ Assign the project document to an activity or WBS

Formatting Schedule Data

- ✚ Group activities according to specific criteria
- ✚ Sort activities
- ✚ Apply a filter
- ✚ Create a filter



Day Two:

Roles and Resources

- ✚ Describe roles
- ✚ Views the roles dictionary
- ✚ Describe resources
- ✚ Identify the differences between labor, non-labor and material resources
- ✚ View the resource dictionary

Assigning Roles

- ✚ Assign roles to an activity
- ✚ Assign rates on roles

Assigning Resources and Costs

- ✚ Assign resources by role
- ✚ Assign labor, non-labor and material resources to activities
- ✚ Adjust Budgeted Units/Time for a resource
- ✚ Assign expenses to activities

Analyzing Resources

- ✚ Display the Resource Usage Profile
- ✚ Format a profile
- ✚ Format the timescale

Optimizing the Project Plan

- ✚ Analyze schedule dates
- ✚ Shorten a project schedule
- ✚ Analyze resource availability
- ✚ Remove resource over allocation
- ✚ Analyze project costs



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Baselining the Project Plan

- ✚ Create a baseline plan
- ✚ Display baseline bars on the Gantt Chart
- ✚ Modify the bars on the Gantt Chart

Project Execution and Control

- ✚ Describe several methods for updating the project schedule
- ✚ Use Progress Spotlight
- ✚ Status activities
- ✚ Reschedule the project

Reporting Performance

- ✚ Describe reporting methods
- ✚ Run a schedule report
- ✚ Create a resource report with the Report wizard
- ✚ Create a report using the current layout

Project Web Site

- ✚ Create and launch a project Web site
- ✚ Customize the appearance of a project Web site
- ✚ Publish activity layouts as HTML pages