



Primavera P6 Fundamentals EPPM Rel 8.2

About This Course

Participants will create a project, add activities and relationships, assign resources, adjust the project plan to account for schedule delays and overallocated resources, and analyze portfolios. Participants also will learn how to customize the Personal Workspace and the Project Workspace to monitor project progress and communicate with team members. Oracle BI and BPM are not covered in this course.

The course uses P6, Primavera' Web-based project management tool. It is divided into four sections: Overview and Creating a Project; Scheduling the Project and Managing Data; Assigning Resources and Baselining; and Project Execution and Control.

Learn to:

- Create a project
- Add activities
- Create relationships
- Assign and analyze resources
- Analyze project performance
- Execute and control the project
- Customize dashboards and the Project Workspace
- View reports

Details

Course Level: Basic

Targeted Roles:

- Functional Implementer
- Business Analysts
- End Users
- Project Manager

Course Length: 2 Days

Suggested Prerequisites: Knowledge of Project Management Principles

Professional Development and Continuing Education Units: Earns 26 PDUs and 2.6 CEUs

Objectives

- Create a project
- Create a Work Breakdown Structure
- Add activities
- Customize activity views
- Create relationships
- Schedule the project
- Assign constraints
- View the Enterprise Project Structure
- Optimize the project schedule
- Assign roles and resources
- Analyze resources and costs
- Baseline the project plan
- Execute the project
- Customize dashboards
- Manage risk
- View reports



Course Topics

Understanding P6 Data

- Describing the Organizational Breakdown Structure
- Describing the Enterprise Project Structure

Creating a Project

- Viewing the EPS Page
- Modifying Project Information

Creating a Work Breakdown Structure

- Creating Multiple Levels

Adding Activities

- Describing Activity Types
- Viewing Activity Information
- Editing Activity Details
- Assigning Steps
- Assigning Codes

Using Activity Views

- Customizing a View
- Filtering Data
- Grouping and Sorting Data

Creating Relationships

- Viewing Relationship Types
- Creating Relationships in the Gantt Chart

Scheduling a Project

- Defining Key Terms
- Defining Total Float
- Describing Loops and Open Ends
- Calculating a Schedule

Assigning Constraints

- Applying a Must Finish By Date
- Constraining an Activity

Optimizing the Project Schedule

- Analyzing Schedule Dates
- Shortening a Project Schedule

Viewing the Project Workspace

- Adding and Removing Portlets
- Customizing the Project Workspace

Assigning Roles and Resources

- Assigning a Role
- Requesting Resources
- Assigning Resources
- Checking Resource Availability

Calendars

- Defining Work Types
- Editing a Project Calendar
- Assigning a Calendar to an Activity

Baselining the Project Plan

- Selecting a Baseline
- Adding a Baseline

Executing the Project Plan

- Describing Methods of Applying Progress
- Using Progress Spotlight
- Defining the Data Date
- Applying Progress to Activities

Analyzing the Updated Project

- Comparing Dates
- Viewing Schedule Performance
- Addressing Variances

Viewing Dashboards

- Customizing Dashboards
- Adding and Removing Dashboards
- Viewing Portfolio Data

Managing Issues

- Creating a Issues
- Viewing Issues

Managing Risk

- Creating Project Risks
- Developing a Risk Response Plan