



Primavera P6 Professional Fundamentals Rel 8.2

About This Course

This course leads participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling.

All workshops and instruction stress the three basic elements of project management: schedule, resources, and costs. At the end of each day, students apply the concepts and functionality they learned in a case study. The course is divided into three sections: Creating a Project; Scheduling the Project; Project Execution and Control.

The course uses P6 Professional, Primavera's Windows-based, client/server application. It is appropriate for those using P6 Professional either as a stand-alone application or as part of P6 EPPM.

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

- Understand data structures
- Create a project
- Create a Work Breakdown Structure
- Add activities
- View calendars
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources
- Analyze resources
- Optimize the project plan
- Execute the project
- Create reports



Course Topics

Understanding P6 Data

Describing Enterprise and Project-Specific data
Logging In Opening an Existing Project
Opening and Customizing Layouts

Enterprise Project Structure

Describing Components of EPS

Creating a Project

Create a project Navigating in the Projects Window
Viewing Project Details

Creating a Work Breakdown Structure

Defining a Work Breakdown Structure Creating the WBS Hierarchy

Adding Activities

Describing an Activity and its Components
Describing Activity Types Adding Activities
Adding a Notebook Topic Adding Steps to an Activity
Assigning Activity Codes

Creating Relationships

Viewing a Network Logic Diagram Relationship Types
Creating Relationships

Scheduling

Performing a Forward and Backward Pass
Describing Float

Assigning Constraints

Applying an Overall Deadline to a Project
Applying a Constraint to an Activity

Using Reflection Projects

Creating a Reflection Project Merging Changes

Formatting Schedule Data

Grouping Activities Sorting Filtering

Roles and Resources

Describing Roles and Resources Viewing Dictionaries

Assigning Roles

Assigning Roles to an Activity Assign Rates on Roles

Assigning Resources

Assigning Resources Adjusting Budgeted Units/Time

Analyzing Resources

Displaying the Resource Usage Profile

Optimizing the Project Plan

Analyzing Schedule Dates Shortening a Project
Schedule Analyzing Resource Availability

Baselining the Project Plan

Creating a Baseline Plan Display Baseline Bars on the Gantt Chart

Project Execution and Control

Describing Methods for Updating the Schedule
Using Progress Spotlight Statusing Activities
Rescheduling the Project

Reporting Performance

Describing Reporting Methods Running a Schedule Report
Creating a report with the Report Wizard