Nevoda Planet

Primavera P6 Professional Fundamentals Rel 8.4

Length: 3 Days; PDUs 24, CEUs, 2.4
Prerequisites: Knowledge of Project Management principles.

CONTAINED IN THIS DOCUMENT

- *Synopsis*
- *Course Audience*
- *Learn to*
- *Course Objectives*
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SYNOPSIS

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.

COURSE AUDIENCE

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

LEARN TO

- *Schedule a project*
- *Assign resources*
- *Adjust the project schedule*
- *Execute and control the project*
- *Create a project*
- *Add activities*

COURSE 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*

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- *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*
- *Apply 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

WHAT COMES NEXT
- *Primavera P6 Professional Advanced R8.2*

Learn resource management and advanced project management techniques using P6 Professional. These skills, which are not taught in the Fundamentals course, offer new ways to manage resources and analyze project performance.

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