

Nevoda Planet

Basic Project Management in Primavera P6

Length: 3 Days PDUs: 24 CEUs: 2.4

Prerequisites: Knowledge of Project Management principles.

Synopsis

This course 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 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.

Audience:

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

Course Objectives

- Manage multiple projects
- Create a project
- Create a Work Breakdown Structure
- Add activities
- Maintain the project documents library
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources and costs
- Analyze resources
- Optimize the project plan
- Execute the project
- Report performance

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



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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

Assigning Constraints

- Apply an 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



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- 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 a specific criteria
- Sort activities
- Apply a filter
- Create a filter

Roles and Resources

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, nonlabor 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, nonlabor, 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 overallocation
- Analyze project costs

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 time distributed report
- 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