Nevoda Planet

Primavera P6 Fundamentals Rel 8.3.2

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

CONTAINED IN THIS DOCUMENT

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- *Course Audience*
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SYNOPSIS

Participants will create a project, add activities and relationships, assign resources, adjust the project plan to account for schedule delays and over-allocated 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's 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.

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COURSE AUDIENCE

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

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 Workplace*
- *View reports*

COURSE 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*

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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 an issue*
- *Viewing issues*

Managing Risk
- *Creating Project Risks*
- *Developing a Risk Response Plan*

What Comes Next
- *Primavera P6 Advanced Rel 8.2*

Are projects aligned with organizational objectives? Are they meeting their goals? Are they on time? Are resources used effectively? Are they over-allocated or underutilized? This course teaches advanced resource management and project management topics in P6.

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