

Project Management in Primavera P6

Length: 3 Days

Course Objectives: Participants will gain a thorough background in the concepts of planning and scheduling.

Summary: This course provides hands-on training for Primavera's client/server based solution. Scheduling techniques will be covered. You will create and track an entire project to completion. You will use the three basic elements of project management: schedule, resource and costs.

COURSE CONTENT

INTRODUCTION

Overview of planning and scheduling
Review the relationship between Primavera and the Project Management Life Cycle
Identify the five process groups in the Project Management Life Cycle
An introduction to Primavera P6

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

CREATE 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

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
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 report using the current layout

PROJECT WEBSITE

Create and launch a project Web site
Customize the appearance of a project Web site
Publish activity layouts as HTML pages