

## Basic and Advanced Project Management in Primavera P6 Rel 6.2

**Duration:** 5 Days

### What you will learn

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. This course also provides in-depth project management training in P6. Topics include updating baselines, importing and exporting project data, and top-down budgeting.

Detailed instruction on earned value analysis includes lessons on duration types and how to calculate percent complete. Students also will learn to leverage best practices to create a project using methodologies.

Learn to:

Create a project

Add activities

Schedule a project

Managing issues and risks

Advanced scheduling techniques

Assign codes

### Audience

Business Analysts

End Users

Functional Implementer

Project Manager

### Related Training

*Suggested Prerequisites*

Knowledge of project management principles

### 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

Import and export data

Update baselines

Use Claim Digger

Apply duration types

Calculate percent complete

Use earned value analysis

Use top-down budgeting

Apply tracking layouts

## **Course Topics**

### **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

## **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

## **Creating a Project with Project Architect**

- Customizing the Project Plan

## **Assigning Codes**

- Assigning Activity Codes
- Assigning Resource Codes

Assigning Project Codes

### **Using User-Defined Fields and Global Change**

Establishing User-Defined Fields

Defining Global Change Parameters

### **Managing Portfolios**

Creating a Portfolio

Opening Projects Using Portfolios

### **Advanced Scheduling**

Calculating Multiple Float Paths

Explaining Scheduling Logic Options

Identifying a Calendar's Effect on Lag

### **Monitoring Thresholds and Issues**

Creating a Threshold and an Issue

### **Importing and Exporting Data**

Importing a Project

Exporting a Project

Importing/Exporting with MS Excel

### **Updating Baselines**

Update Activity and Resource Assignment Data

### **Claim Digger**

Creating a Comparison Report in Claim Digger

### **Calculating Percent Complete**

Describing Three Percent Complete Types

Using Weighted Steps to Calculate Percent Complete

### **Earned Value Analysis**

Define Performance Percent Complete

Review Results of Earned Value Techniques