

## Primavera P6 Fundamentals Rel 8.2

**Duration:** 4 Days

### What you will learn

This Primavera P6 Fundamentals Rel 8.2 training will teach you how to 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. You'll also learn how to customize the Personal Workspace and the Project Workspace to monitor project progress and communicate with team members.

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 Workspace.
- View reports.

### 4-Part Course Structure

This 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.

### Please Note

This course uses the P6 Web interface. Oracle BI and BPM are not covered in this course.

### Audience

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

### Related Training

#### *Suggested Prerequisites*

Knowledge of project management principles

## 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

### **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 a Issues
- Viewing Issues

### **Managing Risk**

- Creating Project Risks
- Developing a Risk Response Plan