

Project Management in Primavera P6 Rel. 6.2

Duration: 3 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.

Learn to:

- Create a project
- Add activities
- Schedule a project
- Assign resources
- Adjust project schedule
- Create reports

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

Format schedule data

Define roles and resources

Assign roles

Assign resources and costs

Analyze resources

Optimize the project plan

Execute the project

Report performance

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

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