

## PROJECT MANAGEMENT IN PRIMAVERA P6 WEB ACCESS REL 7

**Duration: 03 days**

### INTRODUCTION

This course provides hands-on training for Primavera's web-based solution. 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.

Participant also will learn how to customize the Personal Workspace and the Project Workspace to monitor project progress and communicate with team members. Hand-on workshops help student create and track an entire project to completion.

Learn to:

- Create a project
- Assign and analyze resources
- Analyze project performance
- Create reports
- Customize dashboards and the Project Workspace
- Optimize the project schedule

### AUDIENCE

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

*\*Knowledge of project management principles is suggested prerequisites.*

## COURSE TOPICS

### 1. Project Management Life Cycle

- Project Management Definitions
- Project Management Life Cycle

### 2. Understanding Data in P6

- P6 Environment
- Enterprise Project Structure
- EPS Diagram
- EPS Elements
- Organizational Breakdown Structure (OBS)
- Enterprise and Project-Specific Data

### 3. Overview and Navigation

- Navigating P6 Web Access
- P6 Web Sections
- Logging in
- Title Bar
- Navigation Bar
- Opening Projects
- Projects Toolbar
- Activities Page

### 4. Creating a Project

- Resource Assignments Window
- Creating a Project
- Required Information for Creating a Project

### 5. Creating a Work Breakdown Structure (WBS)

- WBS Definition
- WBS Code
- Adding a Child WBS Element
- Adding a Sibling WBS Element

## 6. Adding Activites

- Activity Components
- Activity Types
- Activity Codes
- Calendar Assignments
- Viewing Activites
- Adding Activites
- Copying and Pasting Activities
- Deleting Activities
- Editing Activity Details

## 7. Creating Relationships

- Network Logic Diagram
- Precedence Diagramming Method
- Relationship Types
- Relationship with Lag
- Creating Relationships in Activity Detail Windows
- Adding Relationships in the Gantt Chart
- Editing Relationships in the Gantt Chart
- Linking Multiple Activities
- Canceling Data Changes

## 8. Scheduling

- Critical Path Method Scheduling
- Data Date
- Forward Pass
- Backward Pass
- Total Float
- Circular Relationships
- Open Ends
- Scheduling a Project
- Viewing the Schedule Log
- Viewing the Schedule Finish Date

## 9. Assigning Constraints

- Constraints
- Additional Constraints
- Adding a Project-Level Constraint

- Adding an Activity-Level Constraint

## **10. Customizing Activity Views**

- Activity Views
- Customizing Activity Views
- Sorting and Ordering Columns
- Managing Detail Window
- Managing Activity Views

## **11. Project Workspace**

- Project Workspace
- Security Access
- Customizing the Project Workspace
- Customizing Portlets

## **12. Understanding Roles and Resources**

- Roles and Resources
- Resource Types
- Navigating in the Resources Section
- Viewing Roles
- Viewing Resources

## **13. Assigning Roles and Resources**

- Assigning Roles
- Assigning Resources
- Steps for Resource Management
- Summarization
- Assigning Detail Window
- Assigning a Role
- Assigning a Role to Multiple Activities
- E-Mail Notification

## **14. Optimizing the Project Plan**

- Project Constraints
- Optimizing the Project Plan
- Analyzing Resource Allocation
- Analyzing the Cost Budget

- Comparing Calculated Scheduled Finish to Must Finish By Date
- Focusing on Critical Activities
- Adjusting Relationships
- Shortening Duration
- Rescheduling and Checking Results
- Analyzing Resource Allocation
- Analyzing the Budget

#### **15. Baselining the Project Plan**

- What is a Baseline?
- Baseline Types
- Creating Baselines
- Assigning a Baselines
- Displaying Baseline Bars

#### **16. Executing the Project Plan**

- Updating a Project
- The Updating Process
- Using Progress Spotlight
- Statusing a Milestone Activity
- Statusing an Activity to Completion
- Statusing an Activity in Progress
- Rescheduling the Project
- Analyzing Results of Rescheduling

#### **17. Analyzing the Updated Project**

- Steps for Analyzing a Schedule
- Analyzing Schedule Dates
- Analyzing Project Performance
- Adjusting the Project
- Managing Project Issues

#### **18. Dashboards**

- Definition of Portfolio
- Ways to Create Portfolios
- Types of Portfolios
- Navigating the Dashboards Section
- Filtering Portlet Data

- Customizing Dashboards
- Portlet on Dashboards
- Personal Information Portlets
- Managing Dashboards
- Creating a Dashboard
- Navigating the Portfolios Section
- Viewing Portfolios
- Creating a Portfolio Manually
- Creating a Portfolio by Filter
- Deleting a Portfolio

## **19. Reporting Performance**

- Projects Reports Portlet
- Displaying the Project Reports Portlet
- Assigning Reports to the Project Reports Portlet