

PROJECT MANAGEMENT IN PRIMAVERA P6 REL 7

- LAN- BASED -

Duration: 03 days

INTRODUCTION

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 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 with critical path method
- Assign resources
- Adjust project schedule
- Create reports

AUDIENCE

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

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

COURSE TOPICS

1. Introduction – Project Management Life Cycle

- Project Management Definitions
- Project Management Life Cycle

2. Understanding Data in P6

- P6 Environment
- Enterprise Project Structure
- Organizational Breakdown Structure
- Enterprise Data and Project-Specific Data

3. Navigation and Layouts

- Windows
- P6 Layouts
- Details Layout
- Activities Window
- Logging In
- Opening a Project
- Opening and Existing Activity Layout
- Gantt Chart
- Activity Usage Spreadsheet
- Activity Network
- Activity Table
- Customizing a Layout
- Displaying Activity Details
- Saving Layouts
- Closing a Project

4. Creating a Project

- Project
- Creating a Project
- Creating a Project with the Create a New Project Wizard
- Viewing Project Details

5. Creating a Work Breakdown Structure (WBS)

- Definition of Work Breakdown Structure
- Viewing WBS Elements
- Creating the WBS Hierarchy

6. Adding Activities

- Definition of Activity
- Activity Components
- Activity Type
- Activity Codes
- Calendar Assignments
- Adding an Activity via the New Activity Wizard
- Adding an Activity via Activity Details
- Adding Activity Information via Columns
- Adding Steps to an Activity
- Activity Codes
- Calendar Assignments

7. Creating Relationships

- Network Logic Diagram
- Precedence Diagramming Method
- Relationship Types
- Relationship with Lag
- Creating Relationships in the Activity Network
- Creating Relationships in the Activity Details
- Assigning Lag
- Viewing Relationships in the Gantt Chart

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
- Driving Relationships

9. Assigning Constraints

- Definition and Purpose of Constraints
- Additional Constraints
- Assigning a Must Finish By Constraint to a Project
- Assigning a Constraint to an Activity
- Adding a Notebook Topic

10. Formatting Schedule Data

- Grouping
- Sorting
- Filtering
- Grouping Data
- Group and Sort Dialog Box
- Sorting Activities
- Filtering Activities
- Applying a Default Filter
- Creating Filter
- Using Multiple Filters
- Applying the All Activities Filter

11. Maintaining the Project Documents Library

- Project Documents
- Linking Documents
- Assigning Documents
- Creating a Document Record
- Assigning a Project Document to an Activity
- Viewing Document Details

12. Understanding Roles and Resources

- Roles and Resources
- Resource Types
- Viewing the Roles Dialog Box
- Limits Tab
- Resource Details

13. Assigning Resources and Costs

- Assigning Roles

- Assigning Resources
- Steps for Resource Management
- Assigning Roles to an Activity
- Assigning Rates on Roles
- Steps for Resource Management
- Assigning Resources by Role
- Adjusting Resource Assignment Units
- Assigning a Resource Directly
- Adjusting Budgeted Units/Time to Specify Resource Quantity
- Designating a Primary Resource
- Assigning a Materials Resource
- Planning Costs

14. Analyzing Resources

- Analyzing Resources
- Resource Analysis Settings
- Resource Usage Profile
- Displaying the Resource Usage Profile
- Viewing All Projects or Open Projects Only
- Formatting the Profile

15. Optimizing the Project Plan

- Project Constraints
- Optimizing the Project Plan
- Analyzing Resource Allocation
- Analyzing the Cost Budget
- Comparing the Calculated Finish Date to the Must Finish By Date
- Shortening the Project
- Verifying Project Dates
- Analyzing Resource Allocation
- Analyzing the Budget

16. Baseline the Project Plan

- What is a Baseline?
- Baseline Functionality in P6 Project Management
- Assigning a Baseline
- Viewing Baseline Bars

17. Executing the Project Plan

- Updating a Project
- The Updating Process
- Defining a Status Updating Period
- Entering Actuals
- Updating Milestones
- Updating Activities to Completion
- Updating Activities in Progress
- Suspending an Activity
- Updating Completed Activities
- Rescheduling the Project
- Controlling the Project

18. Reporting Performance

- Methods for Reporting Performance
- Running an Existing Report
- Report Wizards
- Saving a Report
- Creating a Time Distributed Report
- Creating a Report Using the Current Layout

19. Project Web Site

- Benefits of a Project Web Site
- P6 Project Web Site Capabilities
- Creating a Project Web Site
- Customizing the Project Web Site
- Publishing the Web Site
- Publishing Activity Layouts