Project Planning & Control Using Primavera P6

**Duration**
3 Days

**What will you learn?**
This Primavera P6 Professional training leads you through the entire project life cycle, from planning to execution. You'll develop a thorough understanding of how to plan and schedule.

**Learn To:**
- Create and schedule a project.
- Assign resources.
- Adjust the project schedule.
- Execute and control the project.
- Add activities.

**Benefits to You**
Enrolling in this course will help you understand P6 Professional's basic features and functionalities so you can apply them to your organization’s project management processes. You'll also learn how to manage projects on time and within budget to ensure optimal outcomes from capital and resource investments.

**Explore Project Management Fundamentals**
All workshops and instruction stress the three basic elements of project management: schedule, resources and costs. At the end of each day, you'll apply the concepts and functionality you learned in a case study. The course is divided into three sections: Creating a Project; Scheduling the Project; Project Execution and Control.

**Use P6 Professional**
The course uses P6 Professional, Primavera's Windows-based, client/server application. It is appropriate for those using P6 Professional either as a stand-alone application or as part of P6 EPPM.

**Continuing Education Units**
Professional Development and Continuing Education Units: Earns 19.5 PDUs and 1.95 CEUs. Please note that this course uses the P6 Optional Client (Windows-based client).

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

**Course Objective**
- Create a project
- Create a Work Breakdown Structure
- Add activities
- View calendars
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources
• Analyze resources
• Optimize the project plan
• Execute the project
• Create reports
• Understand data structures

Course Topics

INTRODUCTION

1 CREATING A PROJECT PLAN
Level 1 – Planning without resources
Level 2 – Monitoring progress without resources
Level 3 – Scheduling with resources, Roles and Budgets
Level 4 – Monitoring and controlling a resourced schedule.

2 STARTING UP AND NAVIGATION

3 CREATING A NEW PROJECT

4 DEFINING CALENDARS

5 CREATING A PRIMAVERA PROJECT WBS

6 ADDING ACTIVITIES AND ORGANIZING UNDER THE WBS

7 FORMATTING THE DISPLAY

8 ADDING RELATIONSHIPS

9 ACTIVITY NETWORK VIEW

10 CONSTRAINTS

11 FILTERS

12 GROUP, SORT AND LAYOUTS

13 PRINTING AND REPORTS

14 TRACKING PROGRESS

15 USER AND ADMINISTRATION PREFERENCE AND ADVANCED SCHEDULING OPTIONS
  - User preferences
  - Admin menu
  - Miscellaneous defaults
  - Admin preferences
  - Scheduling options

16 CREATING ROLES AND RESOURCES
  - Understanding Resources
  - Creating Roles
  - Creating Resources and the Resources Window
  - Adding Resources
  - Editing Resource Calendars

17 ASSIGNING ROLES, RESOURCES AND EXPENSES
  - Understanding Resource Calculations and Terminology
  - User Preferences Applicable to Assigning Resources
- Assigning and Removing Roles
- Assigning a Resource to an Activity without a Role
- Removing Resource

**17 RESOURCE OPTIMIZATION**
- Reviewing resource loading
- Methods of resolving resource peaks and conflicts
- Resource leveling
- Resource leveling function resource shifts

**18 USING A RESOURCED SCHEDULE**

**19 OTHER METHODS OF ORGANIZING PROJECT DATA**

**20 GLOBAL CHANGE**

**21 MANAGING THE ENTERPRISE ENVIRONMENT**

**22 MULTIPLE PROJECT SCHEDULING**

**23 UTILITIES**