



Primavera (P6) Training Course Outline

Key Learning Objectives:

- ✓ Manage Multiple Projects
- ✓ Create a Project
- ✓ Create a Work Breakdown Structure (WBS)
- ✓ Add Activities
- ✓ Maintain the Project Documents Library
- ✓ Create Relationships
- ✓ Schedule the Project
- ✓ Assign Constraints
- ✓ Format Schedule Data
- ✓ Define Roles and Resources
- ✓ Assign Roles/Resources/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 Structure
 - View the EPS

- *Creating a Project:*
 - Create a Project
 - Navigate in the Projects Window
 - View/Modify Information in Projects Details

- *Creating a WBS:*
 - 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
 - View the Roles Dictionary
 - Describe Resources
 - Identify the differences between Labour, Non-labour 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 Labour, Non-Labour 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 Resources Availability
 - Remove Resource over allocation
 - Analyze Project Costs

- *Base-lining 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
 - Re –schedule the Project

- *Reporting Performance:*
 - Describe the Reporting Methods
 - Run a Schedule Report

- Create a Resource Report with the Report Wizard
- Create a Time Distributed Report
- Create a Report using Current Layout

CLAIM CATEGORIES	PROGRAM MODULE	PDU'S EARNED
Technical	<ul style="list-style-type: none"> ▪ Data, Navigating and Layouts ▪ Creating a Project ▪ Creating a Work Breakdown Structure (WBS) ▪ Adding Activities ▪ Creating Relationships ▪ Scheduling ▪ Assigning Constraints ▪ Maintaining the Project Document Library ▪ Formatting Schedule Data ▪ Roles and Resources ▪ Assigning Roles ▪ Assigning Resources and Costs ▪ Base-Lining the Project Plan 	12
Leadership	<ul style="list-style-type: none"> ▪ Analyzing Resources ▪ Project Execution and Control ▪ Reporting Performance 	9
Strategic	<ul style="list-style-type: none"> ▪ Enterprise Project Structure ▪ Optimizing the Project Plan 	3
TOTAL PDU'S EARNED		24

Please Note:

- **This program is delivered over duration of 24 contact hours or 8, three hour sessions.**
- **In-house training only for minimum of eight (8) persons.
Training can be facilitated on a full time or part time basis.**
- ***ALL* course materials/requirements will be provided.**
- **Cost of the program is TTD\$3800.**
- **A payment plan is available.**

This program earns PMP Credential holders 24 PDU's towards keeping/maintaining their credential.