



# Project Management in Primavera P6

**Length:** Three Days

**Course objectives:** Participants will gain a thorough background in the concepts of planning and scheduling.

**Summary:** This course provides hands-on training for Primavera's client/server based solution. Scheduling techniques will be covered. You will create and track an entire project to completion. You will use the three basic elements of project management: schedule, resource and costs.

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## Course Content

### INTRODUCTION

Overview of planning and scheduling  
Review the relationship between Primavera and the Project Management Life Cycle  
Identify the five process groups in the Project Management Life Cycle  
An introduction to Primavera P6

### 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

### CREATE 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

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## **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 report using the current layout

## **PROJECT WEBSITE**

Create and launch a project Web site  
Customize the appearance of a project Web site  
Publish activity layouts as HTML pages

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