

Introduction to Oracle Primavera

Length: Three Days

Course Content

Day One:

THE PROJECT MANAGEMENT LIFE CYCLE

- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

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

CREATING 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

Day Two:

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
- 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

Day Three:

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 WEB SITE

- 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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