

Course Outline

Primavera P6 Professional Fundamentals Rel 8.4

Duration: 3 days (18 hours)

Learning Objectives:

- 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

Target Audience:

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

Topics Covered:

- Understanding P6 Data
 - Describing Enterprise and Project-Specific data
 - Logging In
 - Opening an Existing Project
 - Opening and Customizing Layouts
- Enterprise Project Structure
 - Describing Components of EPS
- Creating a Project
 - Create a project
 - Navigating in the Projects Window
 - Viewing Project Details
- Creating a Work Breakdown Structure
 - Defining a Work Breakdown Structure
 - Creating the WBS Hierarchy
- Adding Activities
 - Describing an Activity and its Components
 - Describing Activity Types
 - Adding Activities
 - Adding a Notebook Topic

- Adding Steps to an Activity
- Assigning Activity Codes
- Creating Relationships
 - Viewing a Network Logic Diagram
 - Relationship Types
 - Creating Relationships
- Scheduling
 - Performing a Forward and Backward Pass
 - Describing Float
- Assigning Constraints
 - Applying an Overall Deadline to a Project
 - Apply a Constraint to an Activity
- Using Reflection Projects
 - Creating a Reflection Project
 - Merging Changes
- Formatting Schedule Data
 - Grouping Activities
 - Sorting
 - Filtering
- Roles and Resources
 - Describing Roles and Resources
 - Viewing Dictionaries
- Assigning Roles
 - Assigning Roles to an Activity
 - Assign Rates on Roles
- Assigning Resources
 - Assigning Resources
 - Adjusting Budgeted Units/Time
- Analyzing Resources
 - Displaying the Resource Usage Profile
- Optimizing the Project Plan
 - Analyzing Schedule Dates
 - Shortening a Project Schedule
 - Analyzing Resource Availability
- Baselining the Project Plan
 - Creating a Baseline Plan
 - Display Baseline Bars on the Gantt Chart
- Project Execution and Control
 - Describing Methods for Updating the Schedule
 - Using Progress Spotlight
 - Stusing Activities
 - Rescheduling the Project
- Reporting Performance
 - Describing Reporting Methods
 - Running a Schedule Report
 - Creating a report with the Report Wizard