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Primavera P6 **COURSE**

Primavera P6 Professional Training is designed to take you from foundational understanding to advanced level in one of the world's leading project management tools

OUR COURSE

- Basic Level
- Intermediate Level
- Advance Level

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- +47-936-65794
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COURSE CONTENT

Primavera P6 Training

Course Overview

During this course, delegates will learn to:

- Schedule a project
- Assign resources
- Adjust the project schedule
- Execute and control the project
- Create a project
- Add activities

Course Objectives

Upon successful completion of this course, delegates will have the skills necessary to:

- Understand data structures
- 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

Course Outline

Lesson 1 – Project Management Life Cycle

- Project Management Definitions
- Project Management Life Cycle
 - Initiating Process Group
 - Planning Process Group

- Executing Process Group
- Controlling Process Group
- Closing Process Group

Lesson 2 – Understanding Data in P6

- P6 Environment
 - Client Applications
 - Web Applications
 - Other P6
- Enterprise Project Structure
 - EPS and Security
- Organizational Breakdown Structure (OBS)
- Enterprise Data and Project-Specific Data
 - Enterprise Data
 - Project-Specific Data
 - Enterprise and Project-Specific Data

Lesson 3 – Navigation and Layouts

- Windows
- P6 Layouts
- Details Layout
- Activities Window
- Logging In
- Opening a Project
 - Access Modes
 - Layouts
- Opening an Existing Activity Layout
- Gantt Chart
- Activity Usage Spreadsheet
- Activity Network
- Activity Table
- Customizing a Layout
 - Selecting Columns
 - Using Hint Help in the Columns Dialog Box
- Displaying Activity Details
 - Selecting Details Tabs
- Saving Layouts
- Closing a Project

Lesson 4 – Creating a Project

- Project
- Creating a Project
- Creating a Project with the Create a New Project Wizard
 - Entering a Project Name
 - Entering Project Start and End Dates

- Entering a Responsible Manager
 - Selecting the Assignment Rate Type
 - Running Project Architect
- Viewing Project Details
 - General Tab
 - Dates Tab
 - Notebook Tab
 - Codes Tab
 - Type Ahead and Search in Dialog Boxes
 - Defaults Tab

Lesson 5 – Creating a Work Breakdown Structure

- Definition of Work Breakdown Structure
- Viewing WBS Elements
- Creating the WBS Hierarchy

Lesson 6 – Adding Activities

- Definition of Activity
- Activity Components
- Activity Type
 - Start Milestone
 - Finish Milestone
 - Task Dependent
 - Resource Dependent
 - How Activity Type Affects Dates
 - Level of Effort
 - WBS Summary
- Activity Codes
- Calendar Assignments
- Adding an Activity via the New Activity Wizard
 - Enabling the Wizard
 - Launching the Wizard
 - Naming the Activity and Specifying a WBS
 - Assigning Activity Type
 - Completing the New Activity Wizard
- Adding an Activity via Activity Details
 - General Tab
 - Status Tab
 - Notebook Tab
- Adding Activity Information via Columns
- Adding Steps to an Activity
 - Using Step Templates
- Activity Codes
 - Assigning Activity Codes

- Assigning Activity Codes to Multiple Activities
 - Streamlined Process to Add Activity Code Values
- Calendar Assignments
 - Calendar Types
 - Assigning Calendars

Lesson 7 – Creating Relationships

- Network Logic Diagram
- Precedence Diagramming Method
- Relationship Types
 - Finish to Start (FS)
 - Start to Start (SS)
 - Finish to Finish (FF)
 - Start to Finish (SF)
- Relationships with Lag
- Creating Relationships in the Activity Network
 - Creating a Start to Start Relationship
- Creating Relationships in Activity Details
 - Using the GoTo Feature
- Assigning Lag
- Viewing Relationships in the Gantt Chart

Lesson 8 – Scheduling

- Critical Path Method Scheduling
 - Critical Path
- Data Date
- Forward Pass
- Backward Pass
- Total Float
 - Backward Pass with Required Finish
- Circular Relationships (Loops)
- Open Ends
- Scheduling a Project
- Viewing the Schedule Log
- Driving Relationships

Lesson 9 – Assigning Constraints

- Definition and Purpose of Constraints
 - Must Finish By
 - Start On or After
- Additional Constraints

- How Constraints Affect Activity Dates
- Assigning a Must Finish By Constraint to a Project
 - Rescheduling the Project
- Assigning a Constraint to an Activity
- Adding a Notebook Topic

Lesson 10 – Formatting Schedule Data

- Grouping
- Sorting
- Filtering
- Grouping Data
- Group and Sort Dialog Box
 - Grouping by Date
 - Collapsing/Expanding Grouped Data
- Sorting Activities
 - Sorting by a Single Criterion
- Filtering Activities
 - Filters Dialog Box
- Applying a Default Filter
- Creating a Filter
- Using Multiple Filters
- Applying the *All Activities* Filter

Lesson 11 – Maintaining the Project Documents Library

- Project Documents
- Linking Documents
- Assigning Documents
- Creating a Document Record
 - The General Tab
 - Files Tab
- Assigning a Project Document to an Activity
- Viewing Document Details

Lesson 12 – Understanding Roles and Resources

- Roles and Resources
 - Relationship Between Roles and Resources
- Resource Types
- Viewing the Roles Dialog Box
 - Prices Tab
- Limits Tab
 - Viewing Resources

- Resource Details
 - General Tab
 - Codes Tab
 - Details Tab
 - Units & Prices Tab

Lesson 13 – Assigning Roles and Resources

- Assigning Roles
- Assigning Resources
- Steps for Resource Management
- Assigning Roles to an Activity
 - Assigning Multiple Roles to an Activity
 - Assigning a Single Role to Multiple Activities
- Assigning Rates on Roles
- Steps for Resource Management
- Assigning Resources by Role
 - Assigning by Role to Multiple Activities
- Adjusting Resource Assignment Units
 - Assigning a Resource to a Level of Effort Activity
- Assigning a Resource Directly
- Adjusting Budgeted Units/Time to Specify Resource Quantity
- Designating a Primary Resource
- Assigning a Material Resource
- Planning Costs
 - Resource Costs
 - Expenses
 - Summary Tab

Lesson 14 – Analyzing Resources

- Analyzing Resources
- Resource Analysis Settings
- Resource Usage Profile
- Displaying the Resource Usage Profile
- Viewing All Projects or Open Projects Only
- Formatting the Profile
 - Formatting the Timescale

Lesson 15 – Optimizing the Project Plan

- Project Constraints
 - P6 Triple Constraint
- Optimizing the Project Plan

- Analyzing Schedule Dates
 - Shortening the Project
- Analyzing Resource Allocation
- Analyzing the Cost Budget
- Comparing the Calculated Finish Date to the Must Finish By Date
 - Focusing on Critical Activities
- Shortening the Project
 - Refining Duration Estimates
 - Modifying Relationships
 - Modifying Constraints
- Verifying Project Dates
- Analyzing Resource Allocation
 - Identifying the Cause of Resource Overallocation
 - Correcting Overallocation
 - Replacing a Resource
- Analyzing the Budget

Lesson 16 – Baselining the Project Plan

- What is a Baseline?
- Baseline Functionality in P6 Project Management
 - Creating a Baseline
 - Categorizing the Baseline
- Assigning a Baseline
- Viewing Baseline Bars
 - Bar Style Tab
 - Displaying Baseline Bars
 - Customizing the Activity Table
 - Saving the Layout
 - Bar Labels Tab

Lesson 17 – Executing the Project Plan

- Updating a Project
 - How Data is Collected
 - Data Date
- The Updating Process
- Defining a Status Updating Period
 - Progress Spotlight
 - Dragging the Data Date
- Entering Actuals
 - Completed Activities
 - Activities in Progress
- Updating Milestones
- Updating Activities to Completion
 - Updating a Mid-Project Milestone

- Updating Activities in Progress
- Suspending an Activity
- Updating Completed Activities
- Rescheduling the Project
 - Viewing the Rescheduled Project
- Controlling the Project
 - Compressing the Schedule

Lesson 18 – Reporting Performance

- Methods for Reporting Performance
- Running an Existing Report
 - Run Report Dialog Box
 - Print Preview
 - Printing Reports
- Report Wizard
 - Create or Modify Report
 - Configure Selected Subject Areas
 - Adding a Report Title
 - Generating the Report
 - Print Preview
- Saving a Report
 - Assigning a Report to a Report Group
- Creating a Time Distributed Report
- Creating a Report Using the Current Layout

Lesson 19 – Project Web Site

- Benefits of a Project Web Site
- P6 Project Web Site Capabilities
- Creating a Project Web Site
- Customizing the Project Web Site
 - Splash Tab
 - Topics Tab
 - Graphics Tab
 - Reports Tab
- Publishing the Web Site
 - Navigating the Project Web Site
- Publishing Activity Layouts