



Managing Projects in Primavera P6 Professional Rel. 8.0

COURSE CODE: D67338GC10 COURSE OUTLINE

Duration: 5 Days **Price:** RM 5,150 per person **PDUs:** 32.5 **CEUs:** 3.25 **Provider ID:** 1492 **Location:** EBS Training Room, Plaza Mont Kiara, Kuala Lumpur.

This course leads participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling and are introduced to advanced project analysis methods such as earned value. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs. At the end of each day, students apply the concepts and functionality they learned in a case study. The course is divided into five sections: Overview and Creating a Project; Scheduling the Project and Managing Data; Assigning Resources and Baselineing; Project Execution and Control; and Advanced Topics.

Audience:

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

Learning Outcomes:

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

Prerequisites:

- Knowledge of project management principles

Course Objectives:

- Manage multiple projects
- Create a project
- Create a Work Breakdown Structure
- Add activities
- View calendars
- Create relationships
- Schedule the project
- Assign constraints
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources and costs
- Analyze resources
- Optimize the project plan
- Execute the project
- Use earned value analysis

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Course Topics:

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
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Maintaining the Project Documents Library

- Creating a Document Record
- Linking a Document Record

Formatting Schedule Data

- Grouping Activities
- Sorting
- Filtering

Roles and Resources

- Describing Roles and Resources
- Viewing Dictionaries

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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
- Stating Activities
- Rescheduling the Project

Reporting Performance

- Describing Reporting Methods
- Running a Schedule Report
- Creating a report with the Report Wizard

Advanced Project Analysis

- Using Duration Types
- Using Percent Complete Types
- Using Earned Value Analysis

Advanced Scheduling

- Managing Multiple Float Paths
- Scheduling Logic Options

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