

## Course Outline

### *Introduction to Primavera*

Instructor / student introductions

Overview of Primavera P6

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

### *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

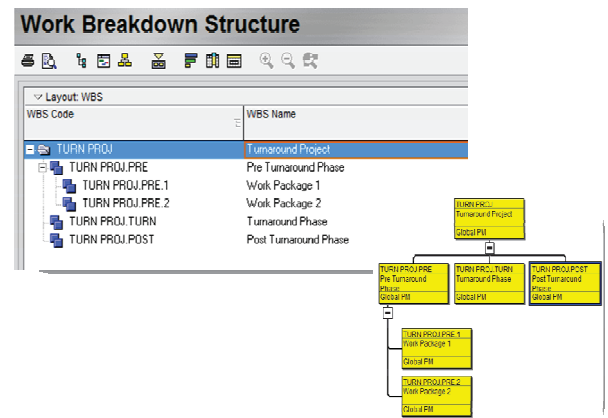
Navigate in the Projects window

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

### *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*

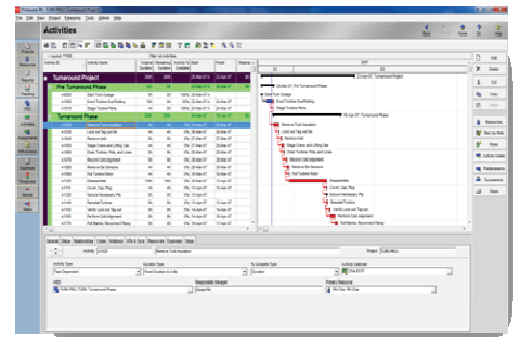
- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, non-labor and material resources
- View the resource dictionary

## *Assigning Roles*

- Assign roles to an activity
- Assign rates on roles

## *Assigning Resources and Costs*

- Assign resources by role
- Assign labor, non-labor, 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 over allocation
- Analyze project costs

### *Baselining the Project Plan*

- Create a baseline / target 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

### *Q&A Session*

- Bring your questions from the office!

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