

Primavera Contractor

Workshop Reference : CO-01

Overview

Requirements:

Each student will require a PC or laptop loaded with Primavera Contractor, and an awareness of general project planning/scheduling principles.

Format:

This workshop covers all aspects of how to use Primavera Contractor. The workshop is delivered as a 2 days hands-on course split into modules, with students completing exercises at the end of each module to reinforce the material just taught.

Workshops are taught by project management professionals with many years hands on experience, in many cases with Oracle Specialist qualifications. All students will receive a spiral bound copy of Paul Harris's book *Project Planning and Scheduling Using Primavera Contractor* to accompany the material presented. At the end of the workshop students will receive a certificate of course completion.

Customisation:

This workshop can be modified to meet any particular company's requirements if all of the attendees are from the same company. It can also be customised to suit a company's specific business processes. In either case the specific content would need to be subject to discussion and commercial negotiation.

Cost:

We charge by the day for the trainer, not by the number of students. As the exact cost will vary depending on the location please call our Sales Team free of charge on **0800 242 5204** or by email at **sales@pcf ltd.co.uk** and they will be happy to provide a personalised quotation.

Course Content

Day 1:

- Overview of Contractor
- How will Contractor be used by your organisation ?
- Starting Up and Navigation
- User and Administration Preferences
- Defining Resources
- Defining Project, Activity and Resource Codes
- Defining Calendars
- Defining Steps, Notebook Topic Items and UDFs
- Creating a New Project
- Creating a Project WBS
- Adding Activities using the WBS
- Adding Relationships
- Constraints

Day 2:

- Assigning Resources to Activities
- Scheduling Options
- Baselines
- Formatting layouts
- Filters
- Printing and Reports
- Progress
- Reflection Projects
- Global Change
- Import/Export
- Earned Value and Contractor