

## Primavera P6 Enterprise - Combined

Workshop Reference : EP-05

### Overview

#### Requirements:

Each student will require a PC or laptop connected to a Primavera P6 Enterprise system.

#### Format:

This workshop covers the complete functionality within Primavera P6 Enterprise. The workshop is delivered as a 5 day 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 Control using Primavera P6 EPPM Web* to accompany the material presented, plus a printout of the material itself. 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

Please note that due to the many ways in which P6 EPPM can be configured the exact time spent on each area of functionality will be adjusted to suit customer requirements, and for this reason a precise breakdown by day is not given.

### Days 1 - 2

#### **What Does P6 Do?**

- Who is involved
- Planning Life Cycle
- What does P6 cover
- Security - the Whole Picture
- How data relates to each other in P6
- P6 EPPM centralised database
- Technical Infrastructure

#### **Setting Up and Managing P6**

- Logins
- P6 Professional and P6 Web Client
- Setting Up and Managing the P6 System
- P6 Administration through P6 Web Client
- Understanding Roles and Resources
- Creating Roles and Resources
- Setting up Calendars
- Setting up Codes
- Setting up User Defined Fields
- Setting up User Interface Views
- Setting up Dashboards
- Using Custom Portlets

## Days 3 - 4

### Creating a Project

- Understanding Your Project
- Techniques that can be used to develop a project schedule
- Information Required
- Decisions to be made at Project Creation
- Creating a Project in P6
- Activity Types
- Duration Type
- Percent Complete Types
- Calendars
- WBS
- Adding Activities
- Constraint Types
- Adding Relationships

### Scheduling a Project

- Scheduling Your Project
- Activity Lifecycle
- Understanding Dates
- Scheduling Options
- Baselines

### Resourcing a Project

- Assigning Resources and Roles
- Understanding Resource Calculations & Terminology
- Managing Resource Allocation

### Updating a Project

- Why Monitor & Control a Project?
- When to Update a Project Schedule?
- Information Required to Update a Project Schedule
- Current Schedule and Baseline Comparison
- Store Period Performance
- Resource Levelling
- Reflection Projects

- Update a Baseline
- Actual Costs and Cost Reporting
- Earned Value in P6

## Day 5

### **Changing the Look of P6**

- Formatting Layouts
- Progress Line, Audit Trail Columns, and Line Numbers
- Group and Sort
- Filters

### **Presenting and Exchanging Data**

- Visualizer and EPPM
- The P6 Professional Report Writer
- Reporting with BI Publisher
- Publishing Project Data
- Printing Dashboards
- Primavera File Types
- Interfacing to P6
- Global Change
- Import/Export
- Check In / Check Out