

Primavera P6 Professional - Fundamentals

Workshop Reference : PP-01

Overview

Requirements:

Each student will require a PC or laptop loaded with Primavera P6 Professional, and an awareness of general project planning/scheduling principles.

Format:

This workshop aims to give students a good working knowledge of the most commonly used functionality within Primavera P6 Professional. The workshop is delivered as a 2 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 Professional* 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

What Does P6 Do?

- Who is involved
- Planning Life Cycle
- What does P6 cover
- How data relates to each other in P6
- P6 PPM centralised database

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 Types
- Percent Complete Types
- Calendars
- WBS
- Adding Activities
- Constraint Types
- Adding Relationships

Scheduling a Project

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

Day 2

Resourcing a Project

- Creating Resources and Roles
- Assigning Resources and Roles
- Understanding Resource Calculations & Terminology

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
- Reflection Projects
- Update a Baseline
- Costs in P6

Changing the Look of P6

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

Exchanging Data

- Copying and Pasting into Excel
- Primavera File Types
- Standard P6 Professional Reports
- Global Change
- Import/Export