

Primavera P6 Professional - Administration

Workshop Reference : PP-03

Overview

Requirements:

Each student will require a PC or laptop loaded with Primavera P6 Professional, and should have a reasonable degree of familiarity with the software.

Format:

This workshop covers the administrative functionality within Primavera P6 Professional. The workshop is delivered as a 1 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

The P6 Environment

- How data relates to each other in P6
- P6 PPM centralised database
- Technical Infrastructure

Setting Up and Managing P6

- Security - the Whole Picture
- User Logins and the OBS
- EPS Design and Management
- System, User and Project Defaults
- Global Data Administration
 - Calendars, Shifts and Financial Periods
 - Codes
 - User Defined Fields
 - Cost Accounts
 - Expense, WBS and Document Categories
 - Notebook Topics
 - Risk Categories
 - Roles and Resources
 - Units of Measure
 - Step Templates
 - Currencies
- The P6 Professional Report Writer
- Publishing Project Data
- Interfacing to P6