

Primavera P6 Professional - Combined

Workshop Reference : PP-04-2 (2 day)

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 covers all aspects of how to use and administer Primavera P6 Professional. The workshop is delivered as a 2 days hands-on course split into modules, with students completing exercises as they go through the workshop to reinforce the material being delivered.

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 PCF 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

- Purpose of the workshop & Overview of P6 PPM?
 - Discussions on how it will be used by your Company
- Starting Up, navigation and User Preferences
- Setting Up and managing the System in P6
- Defining an EPS
- Defining an OBS
- Defining Roles
- Defining Resources
- Defining Project, Activity & Resource Codes
- Defining Calendars
- Defining Steps, Notebook Topic items and User Defined Fields
- Create a New Project
 - Understanding Your Project
 - Techniques that can be used to develop a project schedule
 - Information Required
 - Decisions to be made at Project Creation
 - Activity Types
 - Duration Type
 - Percent Complete Types
 - Calendars

Day 2

- Create a New Project WBS
- Adding Activities under the WBS
- Adding Relationships
- Constraint Types
- Scheduling Options & Scheduling Dates
- Assigning Roles, Resources to Activities
 - Producing Resource & Cost Loaded Schedules
- Baselines (Snapshots) in P6
- Resource Levelling
- Copying & Pasting Projects
- Global Change
- Formatting Layouts, Group & Sort, Filters
 - Including Gantt & Cost Layouts
- Updating a Project Schedule using Reflection Projects
- Printing Layouts, Reports & Report Wizard
- Import/Export