

# Primavera P6 Professional - Combined

Workshop Reference : PP-04

## 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 3 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 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
- Security - the Whole Picture
- How data relates to each other in P6
- P6 PPM centralised database
- Technical Infrastructure

#### Setting Up and Managing P6

- Logins
- Setting Up and Managing the P6 System
- P6 Administration
- Understanding Roles and Resources
- Creating Roles and Resources

### Day 2

#### 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
- Understanding Resource Calculations & Terminology
- Resource Levelling

## **Day 3**

### **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
- Reflection Projects
- Update a Baseline
- Costs in P6
- Earned Value 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
- Visualizer
- Global Change
- Import/Export
- Check in/Check Out