Primavera P6 Professional Advanced Rel 21

Construction and engineering

DURATION	MODULES	COURSE CODE
2 Days	**22 Lectures**	**—**

Course Overview

This course will be delivered with a live lab

What You Will Learn

Module 1: Project Management Life Cycle

- Project Management Definitions
- Overview of the Project Management Life Cycle
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

Module 2: Understanding Data in P6 Professional

- Overview of Primavera P6 Professional
- Enterprise Project Structure (EPS)
- EPS and Security
- Organizational Breakdown Structure (OBS)
- Enterprise Data vs. Project-Specific Data
- Enterprise Data
- Project-Specific Data

Module 3: Overview and Navigation

- P6 User Interface Overview
- Windows, Menus, Tabs, and Toolbars
- Tabbed Windows and Tab Groups
- Logging In and Access Modes

- Opening and Closing Projects
- Toolbars and Menus
- Viewing and Customizing Toolbars
- Customizing Menu Commands
- Layouts Overview
- Activity Table
- Gantt Chart
- Activity Usage Spreadsheet
- Activity Network
- Customizing Layouts
- Selecting Columns
- Displaying Activity Details
- Saving Layouts

Module 4: Creating a Project

- Project Concepts
- Creating a Project
- Using the Create a New Project Wizard
- Project Name
- Start and Finish Dates
- Responsible Manager
- Assignment Rate Type
- Viewing and Editing Project Details
- General Tab
- Dates Tab
- Notebook Tab
- Codes Tab
- Defaults Tab
- Budget Log Tab

Module 5: Creating a Work Breakdown Structure (WBS)

- Definition and Purpose of a WBS
- Viewing WBS Elements
- Creating and Managing the WBS Hierarchy

Module 6: Adding Activities

- Activity Definition and Components
- Activity Types
- Start Milestone
- Finish Milestone
- Task Dependent
- Resource Dependent
- Level of Effort
- WBS Summary

- Activity Codes
- Levels of Activity Codes
- Adding Activities
- Using the New Activity Wizard
- Using Activity Details
- Using Columns
- Adding Steps and Notebook Topics
- Assigning Activity Codes

Module 7: Assigning Calendars

- Calendar Concepts
- Calendar Pools
- Global Calendars
- Project Calendars
- Resource Calendars
- Work Time and Non-Work Time
- Viewing and Editing Calendars
- Assigning Calendars to Activities
- Case Study 1: Creating a Project

Module 8: Creating Relationships

- Network Logic Diagrams
- Precedence Diagramming Method (PDM)
- Relationship Types
- Finish-to-Start (FS)
- Start-to-Start (SS)
- Finish-to-Finish (FF)
- Start-to-Finish (SF)
- Relationships with Lag
- Creating Relationships
- Activity Network
- Activity Details
- Viewing Relationships in the Gantt Chart

Module 9: Scheduling

- Critical Path Method (CPM) Scheduling
- Data Date
- Forward Pass and Backward Pass
- Total Float
- Must Finish By Date
- Loops and Open Ends
- Scheduling a Project
- Reviewing the Schedule Log
- Driving Relationships

Module 10: Assigning Constraints

- Constraint Types
- Project-Level Constraints
- Activity-Level Constraints
- Impact of Constraints on Activity Dates
- Adding Comments and Notebook Topics
- Rescheduling the Project

Module 11: Creating Layouts

- Grouping Activities
- Sorting Activities
- Filtering Activities
- Creating and Managing Filters
- Using Multiple Filters

Module 12: Understanding Roles and Resources

- Roles and Resources Overview
- Relationship Between Roles and Resources
- Resource Types
- Labor
- Nonlabor
- Material
- Viewing and Managing Roles
- Viewing and Managing Resources

Module 13: Assigning Roles and Resources

- Resource Management Process
- Assigning Roles to Activities
- Assigning Resources by Role
- Assigning Resources Directly
- Adjusting Budgeted Units/Time
- Assigning Resources to Level of Effort Activities
- Assigning Material Resources
- Planning Costs, Resource Costs, and Expenses

Module 14: Optimizing the Project Plan

- Analyzing Schedule Dates
- Shortening the Project Schedule
- Analyzing Resource Allocation
- Resolving Resource Overallocation
- Analyzing Project Costs
- Case Study 2: Optimizing the Project

Module 15: Baselining the Project Plan

- Baseline Concepts
- Creating and Managing Baselines
- Assigning Baselines
- Displaying Baseline Bars on the Gantt Chart
- Customizing Bar Styles and Labels

Module 16: Importing and Exporting Data

- Import and Export Overview
- Import/Export Formats
- Exporting Projects
- Importing Projects
- Import Options and Logs
- Reviewing Imported Projects

Module 17: Methods of Applying Progress

- Updating a Project
- Progress Measurement Methods
- Auto Compute Actuals
- Manual Updates
- Timesheets and Delegated Updates

Module 18: Executing the Project Plan

- Status Updating Process
- Data Date and Status Period
- Using Progress Spotlight
- Entering Actuals
- Updating Milestones and Activities
- Suspending Activities
- Rescheduling the Project

Module 19: Reflection Projects

- Creating Reflection Projects
- Making and Reviewing Changes
- Merging Reflection Projects into Source Projects

Module 20: Analyzing the Updated Project

- Analyzing Schedule Performance
- Analyzing Resource Allocation
- Analyzing Project Costs
- Identifying Variances
- Corrective Actions

Module 21: Reporting Performance

- Reporting Methods
- Running Standard Reports
- Creating Reports with the Report Wizard
- Creating Time-Distributed Reports
- Creating Reports from Current Layouts
- Batch Reporting
- Case Study 3: Execution and Control

Module 22: Appendices

- Appendix A: Creating Printed Output
- Appendix B: Managing Work Products and Documents
- Appendix C: Schedule Comparison
- Appendix D: Case Study Solutions