

# Primavera P6 Professional Fundamentals Rel 21

Construction and engineering

DURATION

**3 Days**

MODULES

**25 Lectures**

COURSE CODE

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## Course Overview

Create a project, add activities and relationships, assign resources, schedule, set a baseline, and then update the project.

## What You Will Learn

- SECTION I: Overview and Creating a Project

### Module 1: Project Management Life Cycle

- Topics
- Project Management Definitions
- Project Management Life Cycle Overview
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group
- Learning Objectives
- Identify the five process groups in the Project Management Life Cycle
- Describe the steps included in each process group

### Module 2: Understanding Data in P6 Professional

- Topics
- Primavera P6 Professional Overview
- Enterprise Project Structure (EPS)
- EPS Security
- Organizational Breakdown Structure (OBS)
- Enterprise Data vs. Project-Specific Data
- Learning Objectives
- Describe Primavera P6 Professional

- Explain the Enterprise Project Structure
- Describe the Organizational Breakdown Structure
- Distinguish between enterprise data and project-specific data

## Module 3: Overview and Navigation

- Topics
- Windows, Menus, Tabs, and Toolbars
- Layouts and Details
- Logging In and Access Modes
- Opening and Closing Projects
- Tabbed Windows and Tab Groups
- Toolbars and Menus Customization
- Layouts
- Gantt Chart
- Activity Usage Spreadsheet
- Activity Network
- Activity Table
- Customizing Layouts
- Selecting Columns
- Displaying Activity Details
- Saving Layouts
- Learning Objectives
- Log in to P6 Professional
- Open and navigate projects
- Open, customize, and save layouts

## Module 4: Creating a Project

- Topics
- Project Overview
- Creating a Project
- Create a New Project Wizard
- Project Name
- Project Dates
- Responsible Manager
- Assignment Rate Type
- Viewing and Editing Project Details
- General, Dates, Notebook, Codes
- Defaults and Budget Log
- Learning Objectives
- Create a project
- Navigate the Projects window
- View and modify Project Details

## Module 5: Creating a Work Breakdown Structure (WBS)

- Topics
- Definition of WBS
- Viewing WBS Elements
- Creating a WBS Hierarchy
- Learning Objectives
- Define a Work Breakdown Structure
- Create multiple levels of a WBS hierarchy

## Module 6: Adding Activities

- Topics
- Activity Definition and Components
- Activity Types
- Start Milestone
- Finish Milestone
- Task Dependent
- Resource Dependent
- Level of Effort
- WBS Summary
- Activity Codes and Code Levels
- Adding Activities
- New Activity Wizard
- Activity Details
- Columns
- Adding Notebook Topics and Steps
- Assigning Activity Codes
- Learning Objectives
- Describe activities and activity types
- Add activities to a project
- Add notebook topics and steps
- Assign activity code values
- Case Study 1: Creating a Project
- SECTION II: Scheduling and Assigning Resources

## Module 7: Assigning Calendars

- Topics
- Calendars and Calendar Pools
- Global, Project, and Resource Calendars
- Work Time and Non-Work Time
- Creating and Assigning Calendars
- Learning Objectives
- Define work and non-work time
- Explain calendar types
- Create and assign project calendars

## Module 8: Creating Relationships

- Topics
- Network Logic Diagrams
- Precedence Diagramming Method (PDM)
- Relationship Types (FS, SS, FF, SF)
- Relationships with Lag
- Creating Relationships
- Activity Network
- Activity Details
- Learning Objectives
- View and interpret network logic diagrams
- Describe and create activity relationships

## Module 9: Scheduling

- Topics
- Critical Path Method (CPM)
- Data Date
- Forward and Backward Pass
- Float and Its Impact
- Loops and Open Ends
- Scheduling a Project
- Reviewing the Schedule Log
- Learning Objectives
- Describe CPM scheduling
- Calculate a project schedule
- Analyze scheduling results and logs

## Module 10: Assigning Constraints

- Topics
- Constraint Types
- Project-Level Constraints
- Activity-Level Constraints
- Impact of Constraints on Dates
- Adding Comments and Notebook Topics
- Rescheduling the Project
- Learning Objectives
- Describe available constraints
- Apply project and activity constraints
- Document constrained activities

## Module 11: Creating Layouts

- Topics
- Grouping Activities

- Sorting Activities
- Filtering Activities
- Creating and Applying Filters
- Learning Objectives
- Group, sort, and filter activities
- Create and apply custom filters

## Module 12: Understanding Roles and Resources

- Topics
- Roles and Resources Overview
- Resource Types
- Labor
- Nonlabor
- Material
- Viewing Roles and Resources
- Resource Details
- Learning Objectives
- Describe roles and resources
- Identify resource types
- View role and resource dictionaries

## Module 13: Assigning Roles and Resources

- Topics
- Resource Management Process
- Assigning Roles to Activities
- Assigning Resources by Role
- Direct Resource Assignment
- Adjusting Budgeted Units/Time
- Assigning Material Resources and Expenses
- Learning Objectives
- Assign roles and resources to activities
- Adjust resource quantities and costs
- Assign expenses

## Module 14: Optimizing the Project Plan

- Topics
- Analyzing Schedule Dates
- Shortening the Project Schedule
- Analyzing Resource Allocation
- Resolving Overallocation
- Analyzing Project Costs
- Learning Objectives
- Analyze and optimize schedules
- Resolve resource overallocation

- Analyze project costs
- Case Study 2: Optimizing the Project
- SECTION III: Baselining and Executing

## Module 15: Baselining the Project Plan

- Topics
- Baseline Concepts
- Creating and Managing Baselines
- Assigning Baselines
- Displaying and Customizing Baseline Bars
- Learning Objectives
- Create a baseline plan
- Display and customize baseline bars

## Module 16: Importing and Exporting Data

- Topics
- Import/Export Wizards
- Import/Export Formats
- Exporting Projects
- Importing Projects
- Reviewing Import Logs
- Learning Objectives
- Describe the import/export process
- Import and export projects

## Module 17: Methods of Applying Progress

- Topics
- Updating Projects
- Progress Measurement Methods
- Auto Compute Actuals
- Manual Updating
- Timesheets and Delegation
- Learning Objectives
- Describe methods for applying progress

## Module 18: Executing the Project Plan

- Topics
- Status Updating Process
- Data Date and Status Period
- Progress Spotlight
- Updating Activities and Milestones
- Rescheduling the Project
- Learning Objectives
- Update project status

- Reschedule projects based on progress

## Module 19: Reflection Projects

- Topics
- Creating Reflection Projects
- Making Changes
- Merging Reflection Projects
- Learning Objectives
- Create and manage reflection projects
- Merge changes into source projects

## Module 20: Analyzing the Updated Project

- Topics
- Analyzing Schedule Performance
- Analyzing Resources
- Analyzing Costs
- Correcting Variances
- Learning Objectives
- Analyze updated project performance
- Identify and correct variances

## Module 21: Reporting Performance

- Topics
- Reporting Methods
- Running Standard Reports
- Creating Reports with Report Wizard
- Time-Distributed Reports
- Layout-Based Reports
- Learning Objectives
- Run and create performance reports
- Case Study 3: Execution and Control
- SECTION IV: Appendices

## Module 22: Creating Output

- Printing Layouts
- Page Setup
- Headers, Footers, Curtains, Attachments
- Data Date Formatting

## Module 23: Managing Work Products and Documents

- Work Products vs. Reference Documents
- Creating Document Records
- Linking and Assigning Documents

Module 24: Schedule Comparison

- Schedule Comparison Concepts
- Creating Comparison Reports

Module 25: Case Study Solutions