

Primavera P6 Professional Fundamentals Rel 16 Ed 1

Duration: 3 Days

What you will learn

This Primavera P6 Professional training leads you through the entire project life cycle, from planning to execution. You'll develop a thorough understanding of how to plan and schedule.

Learn To:

Create and schedule a project.

Assign resources.

Adjust the project schedule.

Execute and control the project.

Add activities.

Benefits to You

Enrolling in this course will help you understand P6 Professional's basic features and functionality so you can apply them to your organization's project management processes. You'll also learn how to manage projects on time and within budget to ensure optimal outcomes from capital and resource investments.

Explore Project Management Fundamentals

All workshops and instruction stress the three basic elements of project management: schedule, resources and costs. At the end of each day, you'll apply the concepts and functionality you learned in a case study. The course is divided into three sections: Creating a Project; Scheduling the Project; Project Execution and Control.

Use P6 Professional

The course uses P6 Professional, Primavera's Windows-based, client/server application. It is appropriate for those using P6 Professional either as a stand-alone application or as part of P6 EPPM.

Please note that this course uses the P6 Optional Client (Windows-based client).

Audience

Business Analysts

End Users

Functional Implementer

Project Manager

Related Training

Suggested Prerequisites

Knowledge of project management principles

Course Objectives

Define roles and resources

Assign roles

Assign resources

Analyze resources

Optimize the project plan

Understand data structures

Create a project

Create a Work Breakdown Structure

Add activities

View calendars

Create relationships

Schedule the project

Assign constraints

Format schedule data

Execute the project

Create reports

Course Topics

Understanding P6 Data

Describing Enterprise and Project-Specific data

Logging In

Opening an Existing Project

Opening and Customizing Layouts

Enterprise Project Structure

Describing Components of EPS

Creating a Project

- Create a project
- Navigating in the Projects Window
- Viewing Project Details

Creating a Work Breakdown Structure

- Defining a Work Breakdown Structure
- Creating the WBS Hierarchy

Adding Activities

- Describing an Activity and its Components
- Describing Activity Types
- Adding Activities
- Adding a Notebook Topic
- Adding Steps to an Activity
- Assigning Activity Codes

Creating Relationships

- Viewing a Network Logic Diagram
- Relationship Types
- Creating Relationships

Scheduling

- Performing a Forward and Backward Pass
- Describing Float

Assigning Constraints

- Applying an Overall Deadline to a Project
- Apply a Constraint to an Activity

Using Reflection Projects

- Creating a Reflection Project
- Merging Changes

Formatting Schedule Data

- Grouping Activities
- Sorting
- Filtering

Roles and Resources

- Describing Roles and Resources
- Viewing Dictionaries

Assigning Roles

- Assigning Roles to an Activity
- Assign Rates on Roles

Assigning Resources

- Assigning Resources
- Adjusting Budgeted Units/Time

Analyzing Resources

- Displaying the Resource Usage Profile

Optimizing the Project Plan

Analyzing Schedule Dates
Shortening a Project Schedule
Analyzing Resource Availability

Baselining the Project Plan

Creating a Baseline Plan
Display Baseline Bars on the Gantt Chart

Project Execution and Control

Describing Methods for Updating the Schedule
Using Progress Spotlight
Stating Activities
Rescheduling the Project

Reporting Performance

Describing Reporting Methods
Running a Schedule Report
Creating a report with the Report Wizard