Project Management in Primavera P6 Rel 7

Duration: 3 Days

What you will learn

This course content is appropriate for students looking for Rel 6, Rel 6.2 and Rel 7.

This course provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling.

All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

Professional Development and Continuing Education Units:
Earns 19.5 PDUs and 1.95 CEUs

Learn to:

Create a project
Add activities
Schedule a project
Assign resources
Adjust project schedule
Create reports

Audience
Business Analysts
End Users
Functional Implementer
Project Manager

Prerequisites
Required Prerequisites
Knowledge of project management principles

Course Objectives
Manage multiple projects
Create a project
Create a Work Breakdown Structure
Add activities
Maintain the project documents library
Create relationships

Schedule the project
Assign constraints
Format schedule data
Define roles and resources
Assign roles
Assign resources and costs
Analyze resources
Optimize the project plan
Execute the project
Report performance

Course Topics

Data, Navigating, and Layouts
Describe enterprise and project-specific data
Log in
Open an existing project
Navigate in the Home window and Activities window
Open an existing layout
Customize a layout
Save a layout

Enterprise Project Structure
Describe the components that comprise the Enterprise Project Structure
View the EPS

Creating a Project
Create a project
Navigate in the Projects window
View and modify information in Project Details

Creating a Work Breakdown Structure
Define a Work Breakdown Structure
Create multiple levels of a WBS hierarchy

Adding Activities
Describe an activity and its components
Describe activity types
Add activities
Add a Notebook topic to an activity
Add steps to an activity
Assign activity codes to activities

Creating Relationships
View a network logic diagram
Differentiate between the four relationship types
Create relationships in the Activity Network
Create relationships in Activity Details

Scheduling
Perform a forward and backward pass

Describe float and its impact on a schedule
Identify loops and open ends
Calculate a schedule
Analyze the scheduling log report

Assigning Constraints
Apply an overall deadline to a project
Apply a constraint to an individual activity
Add notebook topics to constrained activities
Describe the available constraint types

Maintaining the Project Documents Library
Describe the difference between a work product and a reference document
Create a document record
Link the document record to a project document or work product
Assign the project document to an activity or WBS

Formatting Schedule Data
Group activities according to a specific criteria
Sort activities
Apply a filter
Create a filter

Roles and Resources
Describe roles
Views the roles dictionary
Describe resources
Identify the differences between labor, nonlabor and material resources
View the resource dictionary

Assigning Roles
Assign roles to an activity
Assign rates on roles

Assigning Resources and Costs
Assign resources by role
Assign labor, nonlabor, and material resources to activities
Adjust Budgeted Units/Time for a resource
Assign expenses to activities

Analyzing Resources
Display the Resource Usage Profile
Format a profile
Format the timescale

Optimizing the Project Plan
Analyze schedule dates
Shorten a project schedule
Analyze resource availability
Remove resource overallocation
Analyze project costs

Baselining the Project Plan
Create a baseline plan
Display baseline bars on the Gantt Chart
Modify the bars on the Gantt Chart

Project Execution and Control
Describe several methods for updating the project schedule
Use Progress Spotlight
Status activities
Reschedule the project

Reporting Performance
Describe reporting methods
Run a schedule report
Create a resource report with the Report wizard
Create a time distributed report
Create a report using the current layout

Project Web Site
Create and launch a project Web site
Customize the appearance of a project Web site
Publish activity layouts as HTML pages