

Primavera P6 103 – Beginner + Intermediate + Advanced (24 Hours)

Day I

- ❖ Introduction
 - Data Structures in P6
 - Global Data vs. Project Specific Data
 - Navigation
 - Project Portfolios
- ❖ Setting up a new Project
 - Creating a New EPS
 - Creating a New OBS
- ❖ Activities
 - Adding Activities
 - Importing and Exporting Activities
 - Renumbering Activities
- ❖ Activity Types
 - Task Dependent
 - Resource Dependent
 - Level of Effort
 - Start/Finish Milestones
 - WBS Summary
- ❖ Activity Durations
- ❖ Work Breakdown Structure (WBS)
 - Creating a WBS
 - Assigning WBS Codes
- ❖ Calendars
- ❖ Activity Codes
 - Activity Coding Structures
 - Assigning Activity Codes
- ❖ Activity Logic
 - 7 Methods for Adding Relationships
 - Driving Relationships
 - Critical Relationships
- ❖ Dates
- ❖ Constraints
 - Project
 - Activity
- ❖ Scheduling
 - Checking the Schedule Log
 - Schedule Options

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Day II

- ❖ Custom Layouts & Views (Formatting)
 - Grouping and Sorting
 - Filters
 - Activity Table
 - Fill Down Function
 - Customizing the Bar Chart
 - Print Setup
 - Saving Layouts
 - Importing Layouts
 - Exporting Layouts
- ❖ Reports
 - Creating a Custom Report
- ❖ Defining Resources
- ❖ Assigning Resources
 - Importing Resources from “XER”
- ❖ Analyzing Resources & Cost Usage
 - Resource Assignment Layout
 - Activity Usage Spreadsheet
 - Activity Usage Profile
 - Resource Usage Spreadsheet
 - Resource Usage Profile
 - Resource Leveling
- ❖ Activity Duration Types
 - Fixed Duration & Units/Time
 - Fixed Duration & Units
 - Fixed Units
 - Fixed Units/Time
- ❖ Percent Complete Types
 - Duration
 - Physical
 - Units
- ❖ Earned Value Calculations
 - Earned Budget Calculations (Duration)
 - Earned Budget Calculations (Physical)
 - EV Calculations for Payment
- ❖ Expenses

Primavera P6 103 (Continued)

Day III

- ❖ Transitioning from Version 7.0
 - Time-Scaled Logic Diagrams
 - Customizing the Dashboard
- ❖ Administration
 - Users
 - Security Profiles
 - Admin Preferences
 - Admin Categories
- ❖ Updating the Schedule
 - User Preferences
 - The Data Date
 - Copying the Schedule
 - Updating Resources
 - Importing Data from MS Excel
 - Schedule Update Checklist
 - Saving an Electronic Copy
- ❖ Steps
 - Defining Steps
- ❖ Shifts
 - Defining Shifts
- ❖ Trace Logic
- ❖ Progress Spotlight
- ❖ Progress Line
- ❖ Additional Tools
 - Apply Actuals
 - Summarize Projects
 - Store Period Performance
 - Global Change
 - Claim Digger
- ❖ Creating a Baseline
 - Project vs. User Baselines
 - Alternative Baseline Technique
- ❖ Contemporaneous Schedule Analyses
- ❖ Forensic Schedule Analyses
- ❖ Recommended Scheduling Practices
 - Minimum Content
 - Schedule Integrity