

## Primavera P6 Professional Fundamentals Rel 17 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**

Create a Work Breakdown Structure

Define roles and resources

Assign roles

Assign resources

Analyze resources

Optimize the project plan

Understand data structures

Create a project

Add activities

View calendars

Create relationships

Schedule the project

Assign constraints

Create reports

Format schedule data

Execute the project

### **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