

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