

Address: P.O. Box 4032, Doncaster Heights, 3109, Victoria, AUSTRALIA

AUSTRALIA: Tel: 04 1118 7701 Fax: 03 9846 7700 INTERNATIONAL: Tel: + 61 4 1118 7701 Fax: + 61 3 9846 7700

Email: harrispe@eh.com.au Web: http://www.eh.com.au

BOOK INFORMATION SHEET

TITLE

Project Planning and Control Using Primavera® Contractor Version 6.1 - Including Versions 4.1 and 5.0

PUBLICATION DATE

May 2009

NAME OF AUTHOR

Paul E Harris

ISBN

978-1-921059-25-4 978-1-921059-26-1

BINDING

A4 B5

FORMAT

Perfect Spiral

HEIGHT MM

250 296

WIDTH MM

176 209

THICKNESS MM

14 MM

NO PAGE, WORDS & ILLUSTRATIONS

230 pages, 49,000 words,
240 Black & white computer screen shots

SHORT DESCRIPTION OF SUBJECT MATTER

This book was written for Project Management Professionals who understand how projects are managed and wish to learn how to plan and control projects with or without resources using Primavera Contractor. The book is packed with screen shots, constructive tips and is available in paperback and spiral bound, which lies flat on the desk and is suitable as a training course handout and for learning the software.

READERSHIP

The book is aimed at:

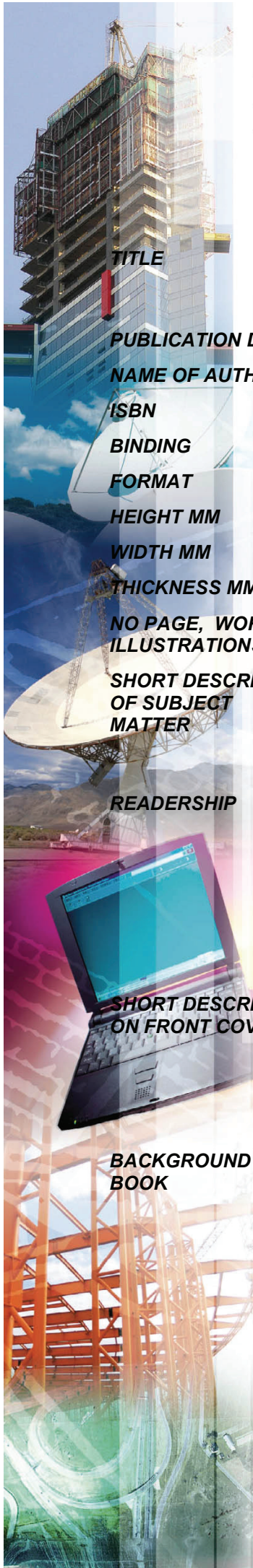
- Project management companies in industries such as building, construction, oil & gas, who wish to run their own software training courses or provide their employees with an alternative text to the vendor supplied user manual.
- Training organizations requiring a training manual to run their own training courses.
- People who wish learn the software but are unable to attend a training course but find the software reference manual hard going.

SHORT DESCRIPTION ON FRONT COVER

A user guide written for Project Management Professionals who wish to learn how to schedule with or without Resources. The book is packed with screen shots, constructive tips and is available in paperback and A4 spiral bound, which lies flat on the desk and is suitable as a training course handout and for learning the software. The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter.

BACKGROUND ON BOOK

This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment. It explains in plain English and in a logical sequence, the steps required to create and maintain an unresourced and resourced schedule. It tackles some of the more complex aspects of the software that the user manual does not address. It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using the software in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index.



Project Planning and Control Using Primavera® Contractor Version 6.1

BACKGROUND ON BOOK Continued

The book may also be used as a reference manual and the book provides advice on how on how these options may be applied to projects environments and it aims to teach readers how to plan and progress projects created within the software package and stays focused on explaining how to use Primavera Contractor Version 6.1 to schedule projects by:

- Concentrating on the core functions required to plan and schedule a project in a single project environment.
- Providing command lists at the start of each chapter as a quick reference.
- Omitting advice on project management methodology and/ or theory, which the target audience may not be interested in, and would tend to pad the book out.
- Providing a comprehensive index of all topics.

This publication was developed from Primavera Contractor Version 4.1 book and is ideal for a person who would like to quickly gain an understanding of how the software operates. It explains how the software differs from Primavera SureTrak, P3 and Microsoft Project, thus making it ideal for people who wish to convert from other products.

ABOUT THE AUTHOR

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through ACEI International, a certified PRINCE2 Practitioner and Approved PRINCE2 Trainer. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services with a strong focus on Microsoft Project and Primavera software.

CUSTOMIZATION FOR TRAINING COURSES

Training organizations or companies who wish to conduct their own training may have the book tailored to suit their requirements. This may be achieved by removing, reordering or adding content to the book and by writing their own exercises. Please contact the author to discuss this service.

AUTHOR'S COMMENT

As a project controls consultant I have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books I published were user guides/training manuals for Primavera SureTrak, P3 and Microsoft Project users. These were well received by professional project managers and schedulers, so I decided to turn my attention to Primavera Enterprise. This book follows the same proven layout of my previous books. I trust this book will assist you in understanding how to use Primavera Contractor on your projects.

TABLE OF CONTENTS

1	Introduction
2	Creating a Project Plan
3	Starting Up and Navigation
4	Creating a New Project
5	Defining Calendars
6	Adding Activities
7	Organizing Activities Using Project WBS
8	Formatting the Display
9	Adding Relationships
10	Activity Network View
11	Constraints
12	Filters
13	Group, Sort and Layouts
14	Printing
15	Tracking Progress
16	User Administration Preferences and Advanced Scheduling Options
17	Creating Resources
18	Assigning Resources and Expenses
19	Statusing a Resourced Schedule
20	Activity, Project & Project Codes
21	Utilities
22	Topics Not Covered & Primavera Enterprise
23	Index