

COURSE INFORMATION

COURSE TITLE Planning & Control Using Primavera® P6™ Version 7 Updated 2012

PMI Registered Course Number 3001-PP6, 21 PDUs

SHORT DESCRIPTION OF COURSE

This course is aimed at teaching students how to use Primavera Project Manager P6 Version 7, Client Server version, and earlier versions up to an intermediate level.

COURSE AIM

This course aim to teach participants:

- Introduction to the user interface and how to plan projects without resources,
- Filters layouts, printing, baselines,
- Updating an un-resourced project,
- Creating and assigning roles and resources,
- Controlling projects with resources and costs,
- Setting up and administering a database plus advanced features including import/export, Activity Codes, Custom Data Fields and Global Change.

OPTIONS FOR IN HOUSE PRESENTATION

This training course is designed to be delivered as 3 day course where the students complete workshops at the end of each chapter to reinforce the material taught in the lesson. The courses may also be run as:

- A one day introductory course where the students complete Day 1 of the training and learn to plan but not control a project and complete the student workshops.
- A two day course where students learn how to plan and control a project with and without resources but do not learn about how manage the enterprise environment.
- A one day workshop where the whole content of the course is covered in one day. The students do not complete the workshops and any questions or issues the students have are explored during the course. This is a great way to bring self taught and casual users up to speed with some of the more difficult areas of the software.
- This course may also be shortened to meet any customers requirement including the writing of specialized training material to suit a customers method of operation..

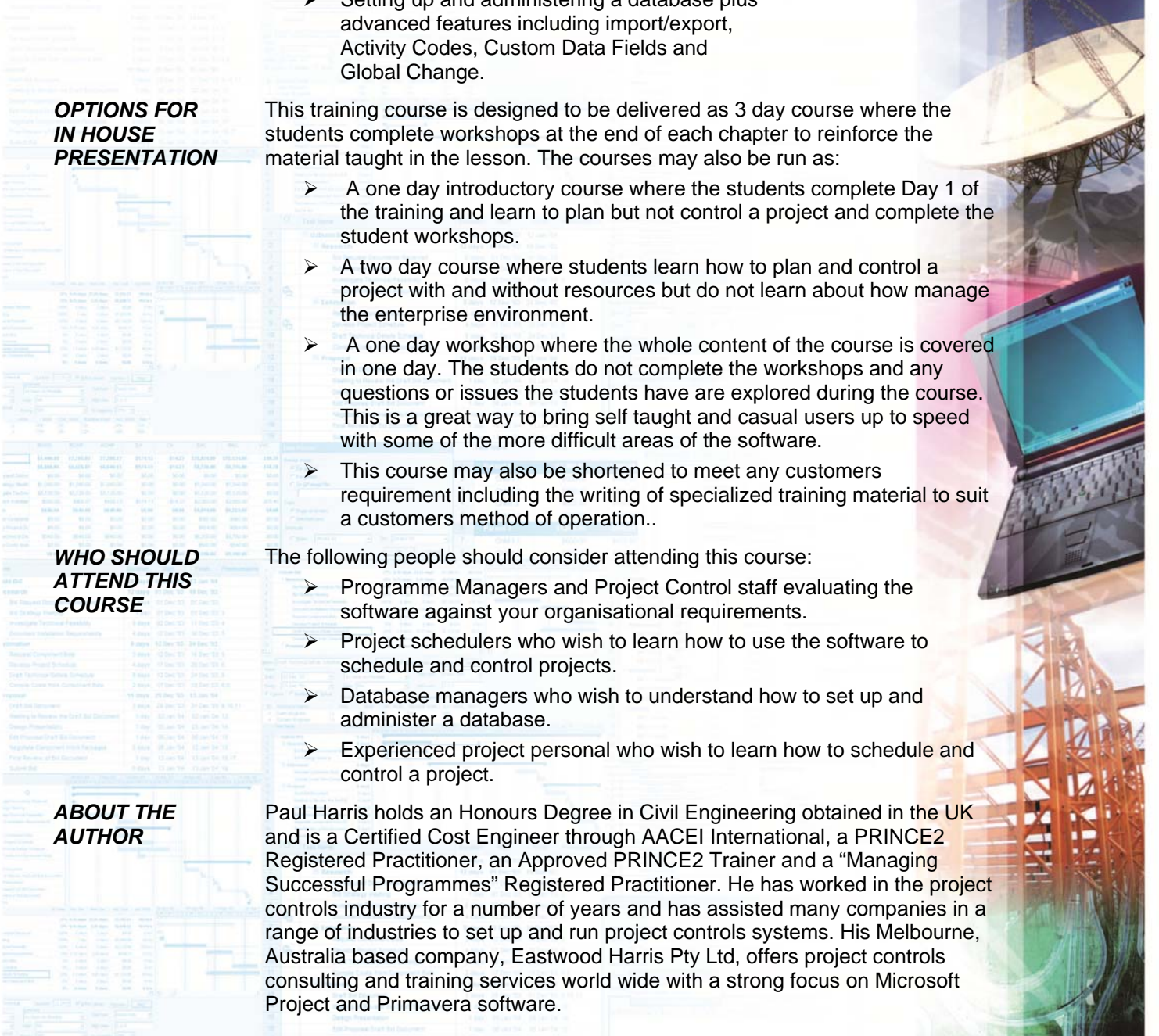
WHO SHOULD ATTEND THIS COURSE

The following people should consider attending this course:

- Programme Managers and Project Control staff evaluating the software against your organisational requirements.
- Project schedulers who wish to learn how to use the software to schedule and control projects.
- Database managers who wish to understand how to set up and administer a database.
- Experienced project personal who wish to learn how to schedule and control a project.

ABOUT THE AUTHOR

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a "Managing Successful Programmes" Registered Practitioner. 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 world wide with a strong focus on Microsoft Project and Primavera software.



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COURSE CONTENTS **DAY 1** **THREE DAY COURSE**

- 1 INTRODUCTION
- 2 CREATING A PROJECT PLAN
- 3 STARTING UP AND NAVIGATION
- 4 CREATING A NEW PROJECT
- 5 DEFINING CALENDARS
- 6 CREATING A PRIMAVERA PROJECT WBS
- 7 ADDING ACTIVITIES & ORGANIZING UNDER THE WBS
- 8 FORMATTING THE DISPLAY
- 9 ADDING RELATIONSHIPS
- 10 ACTIVITY NETWORK VIEW
- 11 CONSTRAINTS

DAY 2

- 12 FILTERS
- 13 GROUP, SORT AND LAYOUTS
- 14 PRINTING
- 15 TRACKING PROGRESS
- 16 USER AND ADMINISTRATION PREFERENCES AND ADVANCED SCHEDULING OPTIONS
- 17 CREATING ROLES AND RESOURCES
- 18 ASSIGNING ROLES, RESOURCES AND EXPENSES
- 19 RESOURCE OPTIMIZATION

DAY 3

- 20 STATUSING A RESOURCED SCHEDULE
- 21 OTHER METHODS OF ORGANIZING DATA
- 22 GLOBAL CHANGE
- 23 MANAGING THE ENTERPRISE ENVIRONMENT
- 24 MULTIPLE PROJECT SCHEDULING
- 25 UTILITIES