

## COURSE INFORMATION

**COURSE TITLE** Planning & Control Using Oracle Primavera P6  
Versions 8 to 20 PPM Professional

**SHORT DESCRIPTION OF COURSE**

This course is aimed at teaching students how to use Primavera Project Manager P6 PPM Professional Client up to an intermediate level.

The course is registered with AACE International and students may claim 2.1 Continuous Education Units (CEUs) which is equivalent to 7 PDUs

**COURSE AIM**

This course aims to teach participants:

- Introduction to the user interface and how to plan projects without resources,
- Filters layouts, printing,
- Baselines and 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**

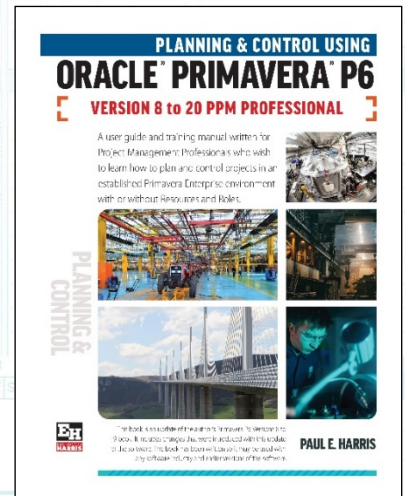
The following people should consider attending this course:

- 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.

**COURSE PREREQUISITS**

Students should have:

- The ability to use a personal computer and understand the fundamentals of the operating system,
- Experience using application software such as Microsoft Office and
- An understanding of how projects are planned, scheduled and controlled, including understanding the project management processes applicable to your projects.





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### **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 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. He has published over 50 books on Project planning and scheduling software over the past 22 years including books on SureTrak, P3, Microsoft Project, Oracle Primavera P6 and Elecosoft Powerproject.

### **SAMPLE POWERPOINT SLIDE SHOWS AND BOOKS**

Sample instructor PowerPoint slide shows and sample books may be downloaded from the Eastwood Harris Pty Ltd web at [www.eh.com.au](http://www.eh.com.au).

### **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 and Organizing Under The WBS
- 8 Formatting the Display
- 9 Adding Relationships
- 10 Activity Network View
- 11 Constraints

#### **DAY 2**

- 12 Group, Sort and Layouts
- 13 Filters
- 14 Printing, Reports and Visualizer
- 15 Scheduling Options and Setting a Baseline
- 16 Updating an Unresourced Schedule
- 17 User and Administration Preferences
- 18 Creating Roles and Resources
- 19 Assigning Roles, Resources and Expenses
- 20 Resource Optimization

#### **DAY 3**

- 21 Updating a Resourced Schedule
- 22 Other Methods of Organizing Project Data, Activity Codes and User Defined Fields
- 23 Global Change
- 24 Managing the Enterprise Environment
- 25 Multiple Project Scheduling
- 26 Utilities, Reflection Projects, Audit Trail, Import and Export



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27 Earned Value Management with P6