

COURSE INFORMATION

COURSE TITLE Planning & Control Using Oracle Primavera P6
Versions 8 to 22 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.

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 one and half day course where students learn how to plan and control a project with and without resources,
- A two day course when they also learn how to create and assign resources.
- 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 worldwide 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 (Asta) Powerproject.

COURSE CONTENTS THREE DAY COURSE

DAY 1

Planning Projects without Resources

- 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

Filters, Layouts, Printing and Reports

- 12 Group, Sort and Layouts
- 13 Filters
- 14 Printing, Reports and Visualizer

Baselining and Updating an Unresourced Schedule

- 15 Scheduling Options and Setting a Baseline
- 16 Updating an Unresourced Schedule

Creating a Resourced Schedule

- 17 User and Administration Preferences
- 18 Creating Roles and Resources
- 19 Assigning Roles, Resources and Expenses

DAY 3

Controlling Projects with Resources and Costs

- 20 Resource Optimization
- 21 Updating a Resourced Schedule

Setting up and administering a database plus advanced features

- 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
- 27 Earned Value Management with P6