

## INTRODUCTION TO PRIMAVERA PPM (P6)

This course provides hands-on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This two-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

**Prerequisite:** Fundamental Project Management Training and knowledge of Windows™

**Course Length:** 8 hours

### **Learning Outcomes:**

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data
- Compare current vs. target schedules

### **At the completion of this course the student will be able to:**

- Add a Project to the Project Structure
- Create a Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps and Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources and Costs
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Status the Project
- Analyze the Updated Project



### Course Outline

- Introduction
- Navigating
- Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Creating Activity Codes
- Adding Activities
- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Adding Constraints
- Formatting Data
- Defining Resources
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Optimizing the Project Plan
- Base lining the Project Plan
- Project Execution and Control
- Reporting Performance
- Project Web Site

### Workshops:

- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule

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