

PRIMAVERA TRAINING COURSE CONTENT

Section 1: Introduction

- Introduction about Portfolio, Program and Projects
- Introduction to Project Management
- Introduction to Primavera
- History of Planning
- Skills required for Planning
- Project Phases & Life Cycle

Section 2: Primavera P6 Architecture

Learning Objective: In this Chapter, you can able to understand P6 Architecture in detail

Topics:

- Primavera P6 PPM vs EPPM vs Cloud
- Primavera Architecture in detail
- Database options in P6

Section 3: Portfolio Program & Project Structure Creation

Learning Objective: In this Chapter, you will be introduced to P6 tool options and settings. Creating Portfolio, Program and Projects.

Topics:

- Setting up Enterprise Project Structure (EPS)
- Setting up Organizational Breakdown Structure (OBS)
- User Administration
- User control & Limited Access Provisions
- Setting User Preferences

- Creating a Project
- Defining Project Status
- Setting up Project Dates
- Setting up Project Codes
- Project Parameters

Hands-on Practicals:

- Creating Portfolio, Program and Project assigning responsible managers
- Understanding the project information and details in depth
- Primary settings to be done in P6 tool in User Preference and Admin Preferences

Section 4: Project Code and Calendars

Learning Objective: In this Chapter, you will be familiar in creating Calendar and Project Codes.

Topics:

- Project Codes
- Calendar
- Global Calendar
- Project Calendar
- Resource Calendar

Hands-on Practicals:

- Creating Project Codes and performing it grouping option
- Creating all three types of Calendar – Work Week, Exception and Holiday setup

Section 5: Project Time Management

Section 5.1: WBS & Activities

Learning Objective: In this Chapter, you will deep dive into WBS, Activities, types and its relationship.

Topics:

- Creating Work Breakdown Structure (WBS)
- Defining Work Package & Creating Project Activities
- Activity Codes
- Activity Types
- Duration Types
- Percentage Completion Types
- Activity Resource units loading
- Applying activities relationships (Logical connection)
- Relationship Types
- Creating Activity Steps
- Feeding Activity information to Execution Team
- Activity Summary
- Notebooks

Hands-on Practicals:

- Creating WBS, Work Package and activities – Understanding activity details
- Practicing on creating all types of activities
- Establishing relationship between activities – Four types
- Understanding duration types in activities and activity steps

Section 5.2: Scheduling and Constraints

Learning Objective: In this Chapter, you will get expertise in Scheduling and applying constraints

Topics:

- Scheduling Types

- Retained Logic
- Progress Override
- Actual Dates
- Scheduling Option
- Scheduling Logs
- Applying Constraint
- Types of Constraints

Hands-on Practicals:

- Exercise for all scheduling types during out of sequence
- Applying different constraints in activities and understanding its behaviour

Section 6: Project Resource management

Learning Objective: In this Chapter, you will get knowledge of creating resources and mapping resources to project activities effectively

Topics:

- Types of Resources
- Units of Measures
- Creating Resource
- Default & Maximum units per time
- Resource Price revisions
- Resource Shift Creation
- Assigning the resource to activities
- Resource Codes
- Creating Roles
- Assigning roles to resources
- Assigning roles to activities
- Resource Loading
- Resource Curves

- Bucket Loading
- Project Resources Leveling and it types

Hands-on Practicals:

- Creating all three type of resources – Setting up appropriate units and maximum units
- Assigning roles to user
- Mapping or loading resources to project activities
- Applying resource curves based on working pattern expected
- Apply all types of resource levelling to avoid over allocation

Section 7: Project Cost Management

Learning Objective: In this Chapter, you will be familiar in creating costing and managing it.

Topics:

- Project Funding Sources
- Activity Costing
- Expenses
- Estimating Budgeted and Actual cost for Activities
- Establishing budgets for Work Packages
- Estimating Project Budgets
- Preparing Project Cash Flow
- Cost Comparison Analysis
- Cost Monitoring & Revisions
- Project Budget revisions

Hands-on Practicals:

- Creating Funding source and Cost accounts
- Working with Budget log, spending plan and summary
- Comparison of budgeted cost and actual cost of all activities during execution

- Monitoring and revising cost after the comparison

Section 8: Project Risk Management

Objective: In this Chapter, you will get expertise in creating and managing risk in P6.

Topics:

- Identifying Project Risk
- Categorizing Risk
- Risk Status
- Analysing Pre-Risk Impact
- Setting Risk control plan
- Post Risk Impact Analysis
- Finding Risk Cost
- Cause and Effect Analysis

Hands-on Practicals:

- Creating Risk – Categorize it, Updating Pre-risk, Control plan and Post Risk Impact
- Mapping the risk to corresponding expected WBS or Activities

Section 9: Project Monitoring & Control

Learning Objective: In this Chapter, you will be familiar in updating project and controlling it.

Topics:

- Setting up & Assigning Baselines
- Apply Actuals
- Progress Update
- Look Ahead Schedule
- Delay Impact Analysis

- Earned Value Analysis
- S-Curve Analysis
- Usage of Project Thresholds
- Project Issue Register
- Working in Project Issues
- Project Tracking

Hands-on Practicals:

- Baseline Creation & Assigning Baseline to the project – Comparison of baseline vs Actual
- Updating Project Progress – Manual, Update Progress and Apply Actuals
- Monitoring using Earned Value Graph and Tables – Percentage completion
- Setting Threshold through different parameter and triggering issues automatically
- Exercise for all four tracking layout views available in P6

Section 10: Schedule Comparison

Learning Objective: In this Chapter, you will be familiar in comparing the Project schedules.

Topics:

- Importance of Schedule Comparison
- Visualizer Tool
- Comparing different version of projects
- Comparing different version of baselines
- Comparison general and advanced options in P6

Hands-on Practicals:

- Creating new comparison

- Creating new comparison report version using existing version and opening the existing application version
- Analyzing the comparison report

Section 11: Reflections

Learning Objective: In this Chapter, you will be familiar in creating reflections.

Topics:

- Copying Project and Reflections
- Difference between Project Copying and reflection
- Merging the changes to Source Project

Hands-on Practicals:

- Create reflection of existing project and make changes in the copy
- Merging the changed version to the source

Section 12: Reporting

Learning Objective: In this Chapter, you will be familiar in working with all types of reports in P6

Topics:

- Default Reports
- Global Reports
- Project reports
- Creating Report groups
- Creating Reports using Report Editor
- Creating Reports using Report Wizard
- Template Reporting
- Modifying existing reports
- Batch Reports – Creating and Running Batch Reports

- Procurement Report
- Project Progress Report
- Schedule Comparison Report
- Weekly Report
- Project Cost Report
- Project Closing Report
- Client Report

Hands-on Practicals:

- Creating reports using both Report editor and Wizard
- Utilizing the default reports
- Customizing any type of report
- Creating and executing batch reports
- Generating reports in different file formats

Section 13: Other Important Features

Learning Objective: In this Chapter, you will be familiar in all important P6 tool features.

Topics:

- Managing Multiple Projects
- Project Work Products & Documents
- Creating Layouts and Maintaining layouts
- User Defined Fields
- Global Change
- Store Period Performances
- Recalculate Assignment Cost
- Import & Export the project data

Hands-on Practicals

- Global change usage in Calendar, Activity codes and Status indicators.
- Creating and saving Layouts for Cost, Baseline, Earned Value etc
- Import and Export for single and multiple projects

Section 14: Projects

Topics:

- Commercial Building Planning loaded with 50+ Activities
- Residential Building - Villa Type
- Residential Building - Apartment Type
- Bridge Construction
- Power Plant Construction
- Maintenance of Oil & Gas Plant

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