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

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

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

Section 3: Portfolio Program & Project Structure Creation

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

- 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

Exercise:

- 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

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

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

Exercise:

- 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

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

- ➢ 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

Exercise:

- 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

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

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

Exercise:

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

Section 6: Project Resource management

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

- ➢ 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

Exercise:

- 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

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

- 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

Exercise:

- 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.

- 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

Exercise:

- 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

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

- ➢ 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

Exercise:

- 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

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

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

Exercise:

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

Section 11: Reflections

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

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

Exercise:

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

Section 12: Reporting

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

➢ 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

Exercise:

- 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

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

- ➢ 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

Exercise:

- 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: Real-time Projects

➢ 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