

## Primavera P6 Professional-Fundamentals

**Length:** 1 Day

**Summary:** 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 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.

**Prerequisites:** Proficient in use of the Microsoft Windows operating system and a basic understanding of project management principles.

**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 students 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

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## COURSE CONTENT

Part One:

- Introduction
- Navigating
- Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Creating Activity Codes
- Adding Activities

Part Two:

- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Adding Constraints
- Formatting Data
- Defining Resources
- Assigning Resources and Costs
- Analyzing Resources and Costs

*Part Three:*

- Optimizing the Project Plan
  - Baselineing the Project Plan
  - Project Execution and Control
  - Reporting Performance
  - Project Web Site
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