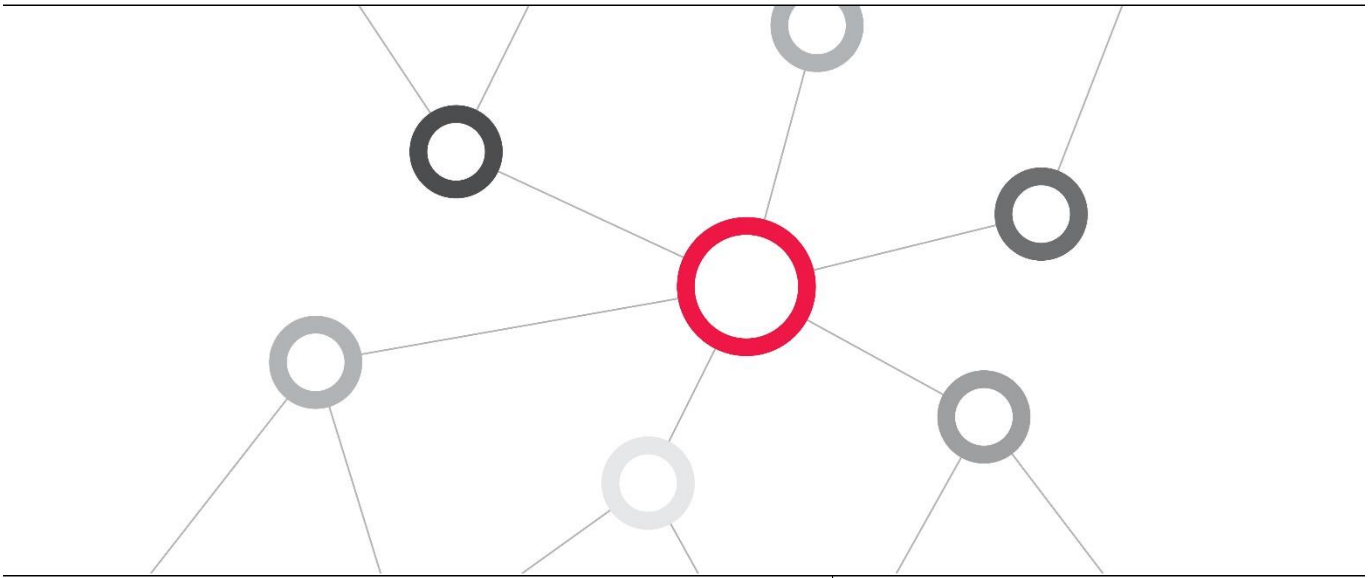
ORACLE PRIMAVERA

Primavera P6 Professional Fundamentals



What you will learn

This Primavera P6 Professional training course leads you through the entire project life cycle, from planning to execution. You'll develop a thorough understanding of how to plan and schedule.

ORACLE APPROVED EDUCATION CENTER

Duration: Three Days

Course Objectives

- Create a Project
- Create a work Breakdown Structure
- Add Activities
- View Calendars
- Create Relationships
- Schedule the Project
- Assign Constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources
- Optimize the project plan
- Execute the project
- Create reports
- Understand data structures

Suggested Prerequisites

Fundamental Project Management Knowledge
Knowledge of Windows

Target Audience

Project Manager, End Users , Functional Implementers, Business Analysts

Trainer Profile

Our trainers are accredited by Oracle University and are experienced planners, resource and project managers with experience of implementing project management systems

Professional Development

Delegate can qualify for Personal Development Units by requesting approval from the appropriate awarding bodies

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Contact one of our expert advisors today for more information or a product demo

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Course Topics

DAY 1

Project Management Life Cycle
- Project Management Definitions
- Project Management Life Cycle
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Controlling Process Group
- Closing Process Group

Understanding Data in P6 Professional
- P6 Professional
- Enterprise Project Structure (EPS) and Security
- Organizational Breakdown Structure (OBS)
- Enterprise Data
- Project-Specific Data

Overview and Navigation
- Windows and Menus
- Tabs and Toolbars
- Layouts
- Details
- Logging In
- Opening a Project
- Access Modes
- Tabbed Windows
- Tab Groups
- Toolbars and Menus
- Commonly Used Toolbars
- Viewing Toolbars
- Customizing Toolbar Location and Icons
- Customizing Menu Commands
- Opening an Existing Activity Layout
- Gantt Chart: Activity Usage Spreadsheet
- Activity Network and Table
- Customizing a Layout
- Selecting Columns
- Using Hint Help in the Columns Dialog Box
- Displaying Activity Details
- Selecting Details Tabs
- Saving Layouts
- Closing a Project

Creating a Project
- Creating a Project
- Creating a Project with the Create a New Project Wizard
- Entering a Project Name
- Entering Project Start and End Dates
- Entering a Responsible Manager
- Selecting the Assignment Rate Type
- Completing the Wizard
- Viewing Project Details
- General Tab
- Dates Tab
- Notebook Tab
- Codes Tab
- Type Ahead and Search in Dialog Boxes
- Defaults Tab
- Budget Log Tab

Creating a Work Breakdown Structure
- Definition of Work Breakdown Structure
- Viewing WBS Elements
- Creating the WBS Hierarchy

Adding Activities
- Definition of Activity
- Activity Components
- Activity Type
- Start Milestone
- Finish Milestone
- Task Dependent
- Resource Dependent
- How Activity Type Affects Dates
- Level of Effort
- WBS Summary
- Three Levels of Activity Codes
- Adding an Activity via the New Activity Wizard
- Enabling the Wizard
- Launching the Wizard
- Naming the Activity and Specifying a WBS
- Assigning Activity Type
- Completing the New Activity Wizard
- Adding an Activity via Activity Details
- General Tab
- Status Tab
- Notebook Tab
- Adding Activity Information via Columns
- Adding Steps to an Activity
- Assigning Activity Codes
- Assigning Activity Codes to Multiple Activities
- Streamlined Process to Add Activity Code Values

Assigning Calendars
- Calendars
- Calendar Pools
- Resource Calendars
- Work Time Types
- Calendars and Activity Types
- Viewing the Global Calendar Pool
- Viewing a Global Calendar
- Adding a Project Calendar
- Linking the Holidays Calendar and Setting the Workweek
- Setting Non-Work Time
- Setting Exceptions
- Viewing and Assigning Calendars

DAY 2

Creating Relationships
- Network Logic Diagram
- Precedence Diagramming Method
- Relationship Types
- Finish to Start (FS)
- Start to Start (SS)
- Finish to Finish (FF)
- Start to Finish (SF)
- Relationships with Lag
- Creating Relationships in the Activity Network
- Creating a Start to Start Relationship
- Creating Relationships in Activity Details
- Using the GoTo Feature
- Assigning Lag
- Viewing Relationships in the Gantt Chart

Scheduling
- Critical Path Method Scheduling
- Data Date
- Forward Pass
- Backward Pass
- Total Float
- Must Finish By Date
- Circular Relationships (Loops)
- Open Ends
- Scheduling a Project
- Viewing the Schedule Log
- Driving Relationships

Assigning Constraints
- Constraints
- Must Finish By
- Start On or After
- How Constraints Affect Activity Dates
- Assigning a Must Finish By Constraint to a Project
- Rescheduling the Project
- Assigning a Constraint to an ActivityAdding a Comment to an Activity
- Adding a Notebook Topic

Creating Layouts
- Grouping
- Sorting
- Filtering
- Grouping Data
- Group and Sort Dialog Box
- Grouping by Date
- Collapsing/Expanding Grouped Data
- Sorting Activities
- Sorting by a Single Criterion
- Filtering Activities
- Filters Dialog Box
- Applying a Default Filter
- Creating a Filter
- Using Multiple Filters
- Applying the All Activities Filter

Understanding Roles and Resources
- Relationship Between Roles and Resources
- Resource Types
- Viewing the Roles Dialog Box
- Prices Tab
- Limits Tab
- Viewing Resources
- Resource Details
- General Tab
- Codes Tab
- Details Tab
- Units & Prices Tab

Assigning Roles and Resources
- Assigning Resources
- Steps for Resource Management
- Assigning Multiple Roles to an Activity
- Assigning a Single Role to Multiple Activities
- Assigning Resources by Role
- Assigning by Role to Multiple Activities
- Adjusting Resource Assignment Units
- Assigning a Resource to a Level of Effort Activity
- Assigning a Resource Directly
- Adjusting Budgeted Units/Time to Specify Resource Quantity
- Designating a Primary Resource
- Assigning a Material Resource
- Planning Costs
- Resource Costs
- Expenses
- Summary Tab

Optimizing the Project Plan
- Project Constraints
- Analyzing Schedule Dates
- Shortening the Project
- Refining Duration Estimates
- Modifying Relationships
- Modifying Constraints
- Comparing the Calculated Finish Date to the Must Finish By Date
- Focusing on Critical Activities
- Confirming Project Dates
- Analyzing Resource Allocation
- Identifying the Cause of Resource Overallocation
- Correcting Overallocation
- Replacing a Resource
- Analyzing the Budget

Baselining the Project Plan
- Baseline?
- Managing Baselines
- Creating a Baseline
- Categorizing the Baseline
- Assigning a Baseline
- Update Baseline Options
- Viewing Baseline Bars
- Bar Style Tab
- Displaying Baseline Bars
- Customizing the Activity Table
- Saving the Layout
- Bar Labels Tab

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DAY 3

Importing and Exporting Data
- Reasons to Import/Export Project Data
- Import/Export Formats (cont.)
- Export Wizard
- Project(s) to Export
- File Name
- Import Wizard
- Import Format
- File Name
- Import Project Options
- Updating Project Options
- Modifying Import Configuration
- Completing the Import
- Viewing the Import Log File
- Viewing the New Project

Methods of Applying Progress
- Updating a Project
- Spectrum of Updating Methods
- Update Progress
- Auto Compute Actuals
- Recalculate Units, Costs When Duration % Complete Changes
- Manually Update
- Timesheets
- Delegating Status Updates

Executing the Project Plan
- Updating a Project
- Data Date
- The Updating Process
- Defining a Status Updating Period
- Progress Spotlight
- Establishing the Status Period
- Entering Actuals
- Updating Milestones
- Updating Activities to Completion
- Updating a Mid-Project Milestone
- Updating Activities in Progress
- Suspending an Activity
- Viewing the Report
- Updating Completed Activities
- Rescheduling the Project
- Viewing the Rescheduled Project

Reflection Projects
- Creating a Reflection Project
- Making Changes to the Reflection Project
- Merging Reflection into Source Project
- Previewing Changes
- Viewing Updated Source Project

Analyzing the Updated Project
- Steps for Analyzing the Updated Project
- Questions to Determine How to Adjust a Schedule
- Shortening the Project
- Analyzing the Updated Project
- Shortening the Schedule
- Analyzing Resources
- Analyzing Costs

Reporting Performance
- Methods for Reporting Performance
- Running an Existing Report
- Run Report Dialog Box
- Print Preview
- Printing Reports
- Report Wizard
- Create or Modify Report
- Configure Selected Subject Areas
- Adding a Report Title
- Generating the Report
- Print Preview
- Saving a Report
- Assigning Report Group and Report Scope
- Creating a Time-Distributed Report
- Creating a Report Using the Current Layout
- Creating Batch Reports
- Running Batch Reports

This course uses P6 Professional, Primavera's Windows-based, client /server application. It is appropriate for those using P6 Professional either as a stand-alone application or as part of P6 EPPM.

PLEASE NOTE: All courses are delivered using standard Oracle University materials - Industry specific offerings/examples are not included in standard materials.

Follow on Courses
- Primavera P6 Professional Advanced
- Managing Risk in Primavera Risk Analysis (Pertmaster)
- Primavera P6 Reporting with BI Publisher 11g

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