Primavera P6 101 - Beginner (8 Hours)

- Introduction
  - Data Structures in P6
  - Global Data vs. Project Specific Data
  - Navigation
- Setting up a New Project
  - Creating a New EPS Node
  - Setting Project Preferences
- Activities
  - Adding Activities
  - Activity Description
  - Importing Activities from MS Project
  - Exporting Activities to MS Excel
- Activity Types
  - Task Dependent
  - Resource Dependent
  - Level of Effort
  - Start/Finish Milestones
  - WBS Summary
- Activity Durations
- Work Breakdown Structure (WBS)
  - Creating a WBS
  - Assigning WBS Codes
- Calendars
- Activity Codes
  - Activity Coding Structures
  - Assigning Activity Codes
- Activity Logic
  - Adding Logic Relationships
- Constraints
- Scheduling
- Custom Layouts & Views (Formatting)
  - Grouping and Sorting
  - Filters
  - Activity Table
  - Customizing the Bar Chart
  - Print Setup
  - Layouts
- Updating the Schedule
- Creating a Baseline