

Primavera P6 201 - Beginner (8 Hours)

- ❖ Introduction to EPPM
 - Data Structures in P6 Web
 - Global Data vs. Project Specific Data
 - New Terminology
- ❖ Setting up a new Project
 - Templates
 - Portfolios
 - Set Preferences
- ❖ Calendars
- ❖ Creating a Work Breakdown Structure (WBS)
- ❖ Activity Types
 - Task Dependent
 - Resource Dependent
 - Level of Effort
 - Start/Finish Milestones
 - WBS Summary
- ❖ Adding Activities
- ❖ Activity Durations
- ❖ Dates
- ❖ Activity Codes
 - Activity Coding Structures
 - Assigning Activity Codes
- ❖ Activity Logic
- ❖ Constraints
- ❖ Scheduling
- ❖ Customize View
 - Activity Table
 - Sorting
 - Grouping
 - Filters
 - Bars
 - Gantt Chart
 - Activity Network
 - Access
- ❖ Page Setup
- ❖ Import/Export Files
- ❖ Updating the Schedule
- ❖ Creating a Baseline (Target)
- ❖ Recommended Scheduling Practices