

Primavera P6 202 – Beginner + Intermediate (16 Hours)

Day I

- ❖ 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

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Day II

- ❖ Administer
 - Global Preferences
 - User Preferences
 - Password
- ❖ User Access
- ❖ Defining Resources
 - Labor
 - Non-labor
 - Material
 - Resource Teams
 - Roles
 - Role Teams
 - Units & Prices
 - Settings
 - Resource Calendars
- ❖ Assigning Resources
- ❖ Analyzing Resources & Cost Usage
 - Resource Usage Profile
 - Resource Leveling
- ❖ Activity Duration Types
 - Fixed Duration & Units/Time
 - Fixed Duration & Units
 - Fixed Units
 - Fixed Units/Time
- ❖ Percent Complete Types
 - Duration
 - Physical
 - Units
- ❖ EV Calculations
- ❖ Expenses
- ❖ Updating the Schedule
- ❖ Creating a Baseline (Target)
- ❖ Recommended Scheduling Practices