

Primavera P6 102 – Beginner + Advanced (16 Hours)

Day I

- ❖ 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

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Day II

- ❖ Defining Resources
- ❖ Assigning Resources
 - Importing Resources from “XER”
- ❖ Analyzing Resources & Cost Usage
 - Resource Assignment Layout
 - Activity Usage Spreadsheet
 - Activity Usage Profile
 - Resource Usage Spreadsheet
 - 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
- ❖ Earned Value Calculations
 - Earned Budget Calculations (Duration)
 - Earned Budget Calculations (Physical)
 - EV Calculations for Payment
- ❖ Updating the Schedule
 - The Data Date
 - Copying the Schedule
 - Updating Resources
 - Recording Impacts/Changes
 - Schedule Update Checklist
 - Saving an Electronic Copy
- ❖ Activity Steps
- ❖ Creating a Baseline
- ❖ Tools
 - Summarize Projects
 - Schedule Comparison
- ❖ Recommended Scheduling Practices