

## Course Syllabus 102: Project Management in Primavera P6 (Rel 7)

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**Duration:** 3 Days

### What you will learn

This course content is appropriate for students looking for Rel 6, Rel 6.2 and Rel 7.

This course provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling.

All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

Professional Development and Continuing Education Units:  
Earns 19.5 PDUs and 1.95 CEUs

### Learn to

- Create a project
- Add activities
- Schedule a project
- Assign resources
- Adjust project schedule
- Create reports

### Audience

- Business Analysts
- End Users
- Functional Implementer
- Project Manager

### Prerequisites

- Suggested Prerequisites*
- Knowledge of project management principles

### Course Objectives

- Manage multiple projects
- Create a project
- Create a Work Breakdown Structure
- Add activities
- Maintain the project documents library
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data
- Define roles and resources
- Assign roles
- Assign resources and costs
- Analyze resources
- Optimize the project plan
- Execute the project
- Report performance

### Course Topics

#### Data, Navigating, and Layouts

- Describe enterprise and project-specific data

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- Log in
- Open an existing project
- Navigate in the Home window and Activities window
- Open an existing layout
- Customize a layout
- Save a layout

### Enterprise Project Structure

- Describe the components that comprise the Enterprise Project Structure
- View the EPS

### Creating a Project

- Create a project
- Navigate in the Projects window
- View and modify information in Project Details

### Creating a Work Breakdown Structure

- Define a Work Breakdown Structure
- Create multiple levels of a WBS hierarchy

### Adding Activities

- Describe an activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

### Creating Relationships

- View a network logic diagram
- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in Activity Details

### Scheduling

- Perform a forward and backward pass
- Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report

### Assigning Constraints

- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe the available constraint types

### Maintaining the Project Documents Library

- Describe the difference between a work product and a reference document
- Create a document record
- Link the document record to a project document or work product
- Assign the project document to an activity or WBS

### Formatting Schedule Data

- Group activities according to a specific criteria
- Sort activities

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- Apply a filter
- Create a filter

### Roles and Resources

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, nonlabor and material resources
- View the resource dictionary

### Assigning Roles

- Assign roles to an activity
- Assign rates on roles

### Assigning Resources and Costs

- Assign resources by role
- Assign labor, nonlabor, and material resources to activities
- Adjust Budgeted Units/Time for a resource
- Assign expenses to activities

### Analyzing Resources

- Display the Resource Usage Profile
- Format a profile
- Format the timescale

### Optimizing the Project Plan

- Analyze schedule dates
- Shorten a project schedule
- Analyze resource availability
- Remove resource overallocation
- Analyze project costs

### Baselining the Project Plan

- Create a baseline plan
- Display baseline bars on the Gantt Chart
- Modify the bars on the Gantt Chart

### Project Execution and Control

- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project

### Reporting Performance

- Describe reporting methods
- Run a schedule report
- Create a resource report with the Report wizard
- Create a time distributed report
- Create a report using the current layout

### Project Web Site

- Create and launch a project Web site
- Customize the appearance of a project Web site
- Publish activity layouts as HTML pages