

Course Name: Primavera Project Planning and Control: Advanced

Area of Study	Classroom Hours:
Project Management Software	7

Description:

This is a comprehensive course intended for all industries using Versions 4 to 8.2.

This course is ideal for people who would like to quickly gain an understanding of how Primavera operates and/or transition to P6 from Primavera P3, SureTrak, Microsoft Project, and other scheduling software packages.

Instructor-led classroom with hand-on activities.

The course is intended for an advanced user.

- Creating Roles and Resources
 - Understanding Resources
 - Creating Roles
 - Creating Resources and the Resources Workspace
 - Editing Resource Calendars
- Assigning Roles, Resources and Expenses
 - Understanding Resource Calculations and Terminology
 - Project Workspace Resource Preferences
 - User Preferences Applicable to Assigning Resources
 - Activity Workspace Resource Preferences and Defaults
 - Assigning and Removing Roles
 - Assigning and Removing Resources
 - Expenses
 - Suggested Setup for Creating a Resourced Schedule
- Resource Optimization
 - Reviewing Resource Loading
 - Methods of Resolving Resource Peaks and Conflicts
 - Resource Leveling
 - Resource Leveling Function
 - Leveling Examples
 - Resource Shifts
 - Guidelines for Leveling
 - What to Look For if Resources Are Not Leveling
 - Resource Curves
 - Editing the Resource Usage Spreadsheet – Bucket Planning
- Statusing a Resourced Schedule
 - Understanding Budget Values and Baseline Projects
 - Understanding the Current Data Date
 - Information Required to Update a Resourced Schedule
 - Project Workspace Defaults for Statusing a Resourced Schedule
 - Activity Workspace - Percent Complete Types
 - Using Steps to Calculate Activity Percent Complete
 - Updating the Schedule
 - Updating Resources
 - Updating Expenses
 - Store Period Performance

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Primavera Project Planning and Control: Advanced (continued)

Description (continued):

- Other Methods of Organizing Project Data
 - Understanding Project Breakdown Structures
 - Activity Codes
 - User Defined Fields
 - Project Phase or WBS Category
 - Resource Codes
 - Cost Accounts
 - Owner Activity Attribute
 - EPS Level Activity Codes
- Global Change
 - Introducing Global Change
 - The Basic Concepts of Global Change
 - Specifying the Change Statements
 - Examples of Simple Global Changes
 - Selecting the Activities for the Global Change
 - Temporary Values
 - Global Change Functions
 - More Advanced Examples of Global Change
- Managing the Enterprise Environment
 - Multiple User Data Display Issues
 - Enterprise Project Structure (EPS)
 - Portfolios
 - Organizational Breakdown Structure – OBS
 - Users, Security Profiles & Organizational Breakdown Structure
 - Project Codes
 - Filtering, Grouping and Sorting Projects in the Projects Workspace
 - Project Durations in the Project Workspace
 - Why Are Some Data Fields Gray and Cannot Be Edited?
 - Summarizing Projects
 - Job Services
 - Tracking Workspace
- Multiple Project Scheduling
 - Multiple Projects in One Primavera Project
 - Multiple Primavera Projects Representing One Project
 - Setting Up Primavera Projects as Sub-projects
 - Refresh Data
 - Who Has the Project Open?
 - Setting Baselines for Multiple Projects
- Utilities
 - Reflection Projects
 - Advanced Scheduling Options
 - Audit Trail Columns
 - Excel Import and Export Tool
 - Project Import and Export
 - Check In & Check Out

Students enrolled for this course should have the following:

- Students should be familiar with Project Management Fundamentals and comfortable working in a Windows environment.
- Have completed Primavera Project Planning and Control: Introduction, or have equivalent experience
- Have completed Primavera Project Planning and Control: Intermediate, or have equivalent experience