

Course Name: Primavera Project Planning and Control: Intermediate

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 intermediate user.

- Adding Relationships
 - Understanding Relationships
 - Understanding Lags & Leads
 - Formatting the Relationships
 - Adding and Removing Relationships
 - Using the Command Toolbar Buttons to Assign Relationships
 - Dissolving Activities
 - Circular Relationships
 - Scheduling the Project
 - Critical Activities Definition
- Activity Network View
 - Viewing a Project Using the Activity Network View
 - Adding, Deleting & Dissolving Activities in the Activity Network View
 - Adding, Editing & Deleting Relationships
 - Formatting the Activity Boxes
 - Reorganizing the Activity Network
 - Saving & Opening Activity network positions
 - Early Date, Late Date & Float Calculations
- Constraints
 - Assigning Constraints
 - Project Must Finish By Date
 - Activity Notebook
- Filters
 - Understanding Filters
 - Applying a Filter
 - Creating a New Filter
 - Modifying a Filter

continued on next page >

Primavera Project Planning and Control: Intermediate (continued)

Description (continued):

- Group, Sorts and Layouts
 - Group & Sort Activities
 - Understanding Layouts
 - Copying a Layout To & From Another Database
- Printing and Reports
 - Printing
 - Print Preview
 - Page Setup
 - Options Tab
 - Print Form
 - Print Setup Form
 - Reports
- Tracking Progress
 - Understanding Date Fields
 - Setting the Baseline
 - Practical Methods of Recording Progress
 - Understanding the Concepts
 - Updating the Schedule
 - Progress Spotlight
 - Suspend & Resume
 - Scheduling the Project
 - Comparing Progress with Baseline
 - Corrective Action
- Preferences and Advanced Scheduling Options
 - User Preferences
 - Admin Menu
 - Miscellaneous Defaults
 - Admin Preferences
 - Scheduling Options
 - Admin Categories

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

Upon successful completion of this course, students will be able to:

- Establish and revise relationships in projects to fine tune scheduling
- Fully use and format the Activity Network View
- Assign advanced constraints
- Create and modify Filters
- Apply layouts to multiple databases
- Create and format reports
- Expand progress tracking techniques
- Customize the Application experience