

Course Name: Primavera Project Planning and Control: Intermediate

Area of Study	Classroom Hours:	Tuition per Student
Project Management Software	7	\$325

Description:

This is a comprehensive course intended for all industries using Versions 4 to 7.

This course is ideal for people who would like to quickly gain an understanding of how Primavera operates and explains how the software differs from Primavera P3, SureTrak and Microsoft Project, thus making it ideal for people who wish to convert from these products.

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

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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

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