



Primavera - Project Management

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| Target Audience: | This course is intended for - Project Managers, Project Engineers, Project Coordinators, Planning Managers, Planning Engineers, Project Cost Control Engineers Quantity Surveyors and Civil Engineers |
| Course Aims | <p>Oracle Primavera's P6 Professional Project Management is a robust, easy-to-use solution for working with large scale projects, programs and portfolios. This system can be used to manage projects with up to 100,000 activities.</p> <p>It defines guidelines on effective portfolio management, evaluating the risks and potential returns and analyzing and determining optimal resource allocation and scheduling to complete the project successfully and within all constraints.</p> <p>Our 4 days training teaches end-users how to manage a project from conception to completion using P6, Oracle Primavera's latest web-based Project Management application.</p> <p>Comprehensive courseware and hands-on sessions to reinforce</p> |
| Course Objectives | <p>Learn to efficiently create, schedule, track and monitor project performance and execution.</p> <p>Candidates will also learn some of the most important parameters of running a successful project, such as creating a work-break-down structure, conducting what-if, analysing alternative project plans, assigning roles and resources and learning to work within constraints.</p> |





Course Content

Introduction to Primavera

- Describe Primavera solutions
- Describe P6

The Project Management Life Cycle

- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

Data, Navigating, and Layouts

- Describe enterprise and project-specific data
- 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 to a specific criteria
- 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
- Apply a filter
- Create a filter

Roles and Resources

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, non-labor 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, non-labor, 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 over allocation
- Analyze project costs





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| | <p>Baselining the Project Plan</p> <ul style="list-style-type: none">• Create a baseline plan• Display baseline bars on the Gantt Chart• Modify the bars on the Gantt Chart <p>Project Execution and Control</p> <ul style="list-style-type: none">• Describe several methods for updating the project schedule• Use Progress Spotlight• Status activities• Reschedule the project <p>Reporting Performance</p> <ul style="list-style-type: none">• Describe reporting methods• Run a schedule report• Create a resource report with the Report wizard• Create a report using the current layout <p>Resources: Hard copies of the Primavera test books will be provided to delegates. Laptops can be arranged mutually.</p> |
| Duration: | 4 days |
| Certification: | Primavera Certificates will be awarded after successful completion of the course to all participants. |
| Venue: | OTI facilities at Muscat or at client's facilities if suitable. |
| No of Delegates | 6 – 12 |

