PRIMAVERA P6

1. OVERVIEW & PROJECT INITIATION

1.1 INTRODUCTION

- A SOFTWARE-DRIVEN APPROACH TO PROJECT MANAGEMENT

— Overview of Project Management
— The Project Management Process & Life Cycle
— The Relevance of Primavera P6 Professional in the Project Management Industry
— Summary
— Exercises

- PRIMAVERA P6 PRO VER. 19

— What to Expect
— Previous Iterations of the Software
— From the Bottom – Software Installation
— Understanding Database Integration & Management in P6
— Logging IN
— Summary
— Exercises

- DATA VISUALIZATION IN P6

— The EPPM (Enterprise Project Portfolio Management)
— The EPS (Enterprise Project Structure)
— The OBS (Organizational Breakdown Structure)
— Navigation & Relationships between the EPPM, EPS & OBS
— Summary
— Exercises

- NAVIGATION & GENERAL SOFTWARE OVERVIEW

— The Tool Bar
— Customization of Layouts
— Navigating the Different Views in P6
— Handling Multiple Views in P6 Simultaneously
— Summary
— Exercises

1.2 PROJECT CREATION

- CREATING A PROJECT

— Project Definition
— Getting Familiar with Project View
— Project Information
— Getting Familiar with EPS & OBS (Assigning Responsible Enterprise & Manager)
— Summary
— Exercises

- CREATING A WBS (Work Breakdown Structure)

— Work Breakdown Structure (WBS) Definition
— Getting Familiar with WBS View
— Understanding the WBS Hierarchy
— Creating & Visualizing WBS Hierarchy
— Summary
— Exercises

- ADDING ACTIVITIES

— Activity Definition
— Activity Components & Types
— Getting Familiar with Activity View
— Adding Activities to a Project
— Creating & Assigning Activity Codes
— Using Notebooks in Activity View
— Utilizing Some Bottom Layout Components in Activity View
  - Notebooks / Feedback
  - Steps
— Summary
— Exercises

- ADDING CALENDERS

— Calendar Types in Primavera
  - Global Calendars
  - Project Calendars
  - Resource Calendars
— Understanding Work Times
  - Standard
  - Non-Work
  - Exception
  - Non-Work Exception
— Summary
— Exercises

1.3. ASSIGNING DEPENDENCIES & SCHEDULING

- CREATING RELATIONSHIPS

— The Purpose of Dependencies
— The Network Logic Diagram
  - Arrow Diagramming Method (ADM)
  - Precedence Diagramming Method (PDM)
— Relationship Types, Predecessors & Successors
  - Finish-Start (FS)
  - Start-Start (SS)
  - Finish-Finish (FF)
  - Start-Finish (SF)
— Creating Relationships in Primavera
— Summary
— Exercises

- SCHEDULING

— Methods Involved in Scheduling
  - Critical Path Method (CPM)
  - Forward & Backward Pass
— Logic, as Employed in Scheduling
  - Float
  - Loops
  - Open Ends
— Understanding & Analysis of Schedule Log Reports
— Summary
— Exercises

- ADVANCED SCHEDULING

— Calculating Multiple Float Paths
— Exploring Different Scheduling Logic Options
— Calendar Effects on Lag
— Summary
— Exercises

- ASSIGNING CONSTRAINTS

— Importance of Constraints in Primavera
— Constraint Types
  - Start Constraints
  - Finish Constraints
  - Additional Constraints
    - As Late as Possible
    - Mandatory Start & Finish
— Applying Activity & Project Constraints in Primavera
— Summary
— Exercises

1.4 FURTHER CUSTOMIZATION

- CUSTOMIZATION OF ACTIVITY VIEWS

— Management of Activity Views
— Customization of Activity Views
— Customization of Columns
— Management of Windows
— Summary
— Exercises

2. PROJECT PLANNING & EXECUTION

- UNDERSTANDING ROLES & RESOURCES
  - Role & Resource Definition
  - Role & Resource Distinction
  - Resource Types & Significance
    - Labor
    - Non-Labor
    - Material
  - Creating & Assigning Project Roles & Resources in Primavera
  - Summary
  - Exercises

- PROJECT PLAN OPTIMIZATION
  - The Need for Project Plan Optimization
  - Analysis of Schedule Dates
  - Analysis of the Project Timeline
  - Analysis of Resource Availability & Allocation
  - Analysis of Project Costs / Budget Globally and Locally
  - Summary
  - Exercise

- BASELINING THE PROJECT PLAN
  - Baseline Plan Definition
  - Visualizing the Project Baseline
  - Converting a Project to a Baseline
  - Restoring an Established Baseline
  - Summary
  - Exercise

- METHODS OF UPDATING PROGESS
  - Updating Progress Manually (% Complete)
    - Schedule Dates & Durations
    - Resource Usage
    - Expenses
  - Automatic Update of Progress Actuals
  - Linking Manual (% Complete) and Auto-Complete
  - Assigning Responsible Parties for Status Updates
  - Summary
  - Exercise

- MANAGEMENT OF DOCUMENTS
  - Importance of Document Management in Primavera
  - Embedding Documents in Projects
  - Timesheets
  - Summary
  - Exercises

3. PROJECT CONTROL

- MANAGING PROJECT ISSUES
  - Issues Encountered in Project Execution
  - Visualizing Project Issues
  - Creating an Issue in Primavera
  - Managing Group Issues
  - Visualizing Issues Using Charts
  - Summary
  - Exercises
- ANALYSING THE UPDATED PROJECT
  - Analyzing Key Project Information
    - Schedule Dates & Durations
    - Resource Usage & Availability
    - Cost (Over Budget)
  - Variance
  - Summary
  - Exercises
- MANAGING PROJECT RISKS
  - Risk Assessment in Primavera
  - Creating Project Risks
    - Risk Categories
    - Risk Thresholds
    - Risk Scoring Matrices
    - Risk User-Defined Fields
  - Assigning Risks to an Activity
  - Creating a Risk Register & Response Plan
  - Summary
  - Exercises
- PORTFOLIOS & DASHBOARDS
  - Necessity for Portfolios & Dashboards
  - Creating a Dashboard in Primavera
  - Managing Created Dashboards
  - Customization of Dashboards
  - Filtering Data to Display in Portlets
    - Personal Information Portlets
    - Project Performance Portlets
  - Creating a Portfolio
    - Manually
    - Using a Filter
  - Summary
  - Exercises

- EARNED VALUE

— Earned Value Definition
— Performance Percent Complete
— Performance Variables
  - Planned Value Cost
  - Earned Value Cost
  - Actual Cost
— Terminologies in Earned Value Analysis (EVA)
  - Variance
    - Schedule Variance (SV)
    - Cost Variance (CV)
  - Performance Index (PI)
    - Schedule Performance Index (SPI)
    - Cost Performance Index (CPI)
  - Variance vs. Performance Index
  - Estimate to Complete (ETC)
  - Performance Factor (PF)
— Visualizing Earned Value Graphically
— Summary
— Exercises

4. THE ENTIRE COURSE IN PERSPECTIVE