



Primavera P6

Primavera® P6™ Project Management training imparts the skills to effectively use Primavera's P6 project management software from Oracle. Participants learn how to manage the resources for multiple projects by defining key roles and work breakdown structure. The ways to define milestones, budgets, and scheduling is also taught under this Oracle training. The knowledge candidates' gain during training helps in aligning projects with strategic planning of the business along with calculated risk. The candidates acquire strong organization-wide project portfolio management skills through Primavera® P6™ training course.

TRAINING DURATION **30Hrs/ 1 Months / Customized**

TRAINING CHARGE **12,000+ Service Tax**

Part 1: Overview and Configuration

1. Understanding Project Management

- Why Use Project Portfolio Management?
- Your Role in the Enterprise
- Project Management Process Overview
- Planning, Controlling, and Managing Projects

2. Quick Tour

- Getting Started
- Selecting a Language
- The Workspace

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- What Is a Layout?
- Customizing Displays
- Sample Layouts
- Using Wizards

4. Setting User Preferences

- Formatting Time Units
- Formatting Dates
- Setting View Currency and Symbols
- Setting Mail Preferences
- Implementing Wizards
- Creating a Log of Tasks and Setting Startup, Group and Sort, and Column

5. Options

- Changing Your Password
- Setting Profile and Spreadsheet Data Options
- Setting Calculation Options for Resource and Role Assignments
- Selecting Startup Filters

Part 2: Structuring Projects

1. Setting Up the Enterprise Project Structure

- Enterprise Project Structure Overview

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- Setting Up the Enterprise Project Structure
- Adding a New Project to the Enterprise Project Structure
- Using Project Architect
- Working with the Enterprise Project Structure
- Defining Enterprise Project Structure Details

2. Setting Up the Organizational Breakdown Structure

- The Enterprise OBS
- Viewing an OBS
- Setting Up an OBS
- Editing OBS Elements

3. Defining Resources and Roles

- Resources Overview
- Viewing and Adding Resources
- Defining Resource Shifts
- Defining and Assigning Resource Codes and Values
- Setting Up Roles
- Assigning Roles to Resources
- Defining Custom Resource Curves

4. Reviewing Work Breakdown Structures.



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- The Enterprise WBS
- Viewing a WBS
- Grouping by WBS Path
- Adding WBS Elements and Assigning Properties
- Using WBS Milestones
- Assigning WBS Category Values
- Defining Earned Value Settings for Specific WBS Elements
- Assigning Estimation Weights to WBS Elements

5. Defining Budgets

- Top-Down Budgeting
- Establishing Budgets
- Establishing a Monthly Spending Plan
- Tracking Budget Changes
- Establishing Funding
- Tracking and Analyzing Budgets

6. Establishing Project Codes

- Defining and Assigning Project Codes
- Grouping, Summarizing, and Filtering by Codes

7. Working with User-Defined Fields



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- Creating User-Defined Fields
- Working with User-Defined Fields
- Working with Indicators

8. Creating Calendars

- Adding Calendars
- Modifying Calendars

Part 3: Implementing the Schedule

1. Establishing Activity Codes

- Creating Activity Codes and Values
- Grouping and Summarizing by Codes

2. Working with Activities

- Activities Overview
- Adding Activities
- Defining General Activity Information
- Defining Schedule Information
- Establishing Relationships
- Displaying Activity Details for Assignments
- Assigning Resources and Roles
- Assigning Resource Curves to Resource or Role Assignments

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- Manually Planning Future Period Assignments
- Assigning Activity Codes and Adding Expenses
- Viewing Activity Feedback and Posting Resource Notes
- Assigning Work Products and Documents
- Creating and Assigning Activity Step Templates
- Viewing Activity Summaries
- Viewing Contract Manager Documents
- Using Global Change

3. Working with Cost Accounts and Project Expenses

- Cost Account and Expense Overview
- Setting Up a Cost Account Structure
- Adding Expenses and Entering Cost Information
- Defining Expense Details
- Analyzing Costs

4. Performing Top-Down Estimation

- Performing Top-down Estimation
- Applying Saved Top-Down Estimates To a Project

Part 4: Updating and Managing the Schedule

1. Managing Baselines



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- Creating and Maintaining Baselines
- Assigning Baselines to Projects
- Comparing Current and Baseline Schedules
- Updating Baselines

2. Updating, Scheduling, and Leveling

- The Update Process
- Choosing a Method of Updating
- Highlighting Activities for Updating
- Updating Progress for Spotlighted Activities
- Estimating Progress Automatically
- Updating Using Timesheets
- Updating Activities Manually
- Interrupting Activity Progress
- Applying Actuals
- Storing Period Performance (Past Period Actuals)
- Scheduling Projects
- Leveling Resources
- Recalculating Resource and Role Assignment Costs
- Managing Resource Assignments

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3. Summarizing Projects

- Setting Summarization Options
- Summarizing Project Data
- Project Issues and Thresholds
- Adding Issues
- Assigning Tracking Layouts to Issues
- Using the Issue Navigator
- Adding Thresholds
- Threshold Parameter Definitions
- Monitoring Thresholds
- Assigning Tracking Layouts to Thresholds

4. Managing Risks

- Adding Risks
- Calculating Exposure Values
- Calculating a Risk's Impact
- Creating and Deleting Risk Types
- Customizing Risk Layouts

5. Maintaining a Project's Document Library

- Viewing a Document Library and Adding/Deleting Work Products and Documents

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- Specifying Document Location References
- Assigning Work Products and Documents

6. Tracking Projects

- Creating Tracking Layouts
- Working with Tracking Layouts
- Customizing Tracking Layouts
- Grouping, Sorting, and Filtering Data in Tracking Layouts

7. Comparing Projects with Schedule Comparison

- Schedule Comparison Overview
- Comparing Projects/Baselines
- Comparison Data

Creating and Using Reflections

- Reflection Overview
- Creating and Using Reflections
- Reflection Guidelines

8. Checking Projects In and Out

- Managing Remote Projects
- Checking Out Projects
- Checking In Projects

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Part 5: Customizing Projects

1. Working with Layouts

- Layout Types
- Creating, Opening, and Saving Layouts
- Exporting and Importing Layouts
- Copying and Pasting Resource Spreadsheet Data to Microsoft Excel

2. Grouping, Sorting, and Filtering Data

- Grouping Data
- Sorting Data
- Filtering Data

3. Customizing Layouts

- Modifying Columns
- Adjusting the Timescale
- Formatting Gantt Charts
- Formatting Activity Network Layouts
- Modifying Resource and Activity Usage Profile Settings

4. Customizing Reports

- Reports Overview
- Opening Reports

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- Creating and Modifying Reports
- Using the Report Editor
- Adding Data Sources and Rows to Reports
- Adding Text Cells to Reports
- Sorting Report Data Sources
- Customizing a Report with the Report Editor: an Example
- Using Report Groups
- Setting Up Batch Reports

5. Printing Layouts and Reports

- Defining Page Settings
- Previewing Layouts and Reports
- Printing Layouts and Reports
- Publishing Layouts and Reports in HTML Format

6. Publishing a Project On the Web

- Project Web Site Overview
- Publishing a Project Web Site
- Customizing the Appearance of a Project Web Site
- Publishing Activity and Tracking Layouts

Part 6: Importing and Exporting Data



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1. Linking the Project Management and Contract Manager Modules

- Linking the Project Management Module to Contract Manager
- Linking a Project Management Project to a Contract Manager Project
- Importing Contract Manager Data to a Project Management Module Project

2. Transferring Data to Other Project Management Module Users

- Exporting Projects
- Exporting Roles or Resources
- Importing Projects
- Importing Roles or Resources

3. Transferring Methodology Data

- Exporting Methodologies
- Exporting Roles or Resources
- Importing Methodologies
- Importing Projects as Methodologies
- Importing Roles or Resources

4. Transferring Data Using Microsoft Project Files

- Exporting Projects
- Exporting Resources
- Importing Projects from Microsoft Project

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- Importing Resources from Microsoft Project

5. Transferring Data Using Microsoft Excel Files

- Exporting Project Data to Microsoft Excel
- Updating Project Data in Microsoft Excel
- Importing Projects from Microsoft Excel

6. Transferring Data between P3 and the Project Management Module

- Exporting Projects to P3 3x
- Importing P3 3x Projects to the Project Management Module

7. Transferring Data to Primavera Contractor Users

- Exporting Projects
- Exporting Resources