



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



PMP131

Primavera P6



ACTVET
Risu Dhabi Centre for
Technical and Vocational
Education and Training
مركز أبوظبي
التعليم والتدريب
التقني والمهني



INTERNATIONAL ASSOCIATION FOR
HEALTH AND OCCUPATIONAL
SAFETY AND THE ENVIRONMENT



Project Management Institute
Registered Education Provider

EFQM
Member



Course Introduction:

This course provides hands-on training for Primavera's client/server-based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This five-day course leads you through hands-on workshops that create and track an entire project to completion.

Course Objectives:

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

- ✓ Identify management responsibilities
- ✓ Use effective communication skills
- ✓ Understand effective administrative responsibilities
- ✓ Understand legal requirements
- ✓ Structure and use effective record-keeping methods
- ✓ Promote good organization procedures
- ✓ Avoid disputes and claims

Who Should Attend?

- ✓ Program Managers
- ✓ Project Managers
- ✓ Planners/Schedulers

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Course Outline:

Navigation

- Primavera P6 Overview
- An introduction to Primavera P6
- Logging In
- Dashboards, Portfolios, Projects and Resources Tabs
- Project Workspaces
- Navigating the Project Pages
- Chapter summary

Project Structures

- Enterprise Project Structure (EPS)
- Modifying the EPS
- Organizational Breakdown Structure (OBS)
- Chapter Summary

Project Creation

- Project Creation Overview
- Project Calendars
- Working with Calendars
- Creating a New Project
- Chapter Summary

The Work Breakdown Structure

- Work Breakdown Structure (WBS) Overview
- Defining a WBS
- Modifying the WBS
- Chapter Summary

Adding Activities

- Activities Overview
- Describing an Activity and Its Attributes
- Working with Activity Types
- Adding Activities
- Understanding Duration Types
- Assigning Activity Codes
- Chapter Summary

Relationships and Constraints

- Relationships Overview
- Relationship Types
- Creating Relationships
- Performing a Forward and Backward Pass
- Apply a Constraint to an Activity
- Critical Path Method
- Modifying the Project Duration
- Chapter Summary

Formatting Project Data

- Formatting Overview
- Grouping
- Sorting
- Filtering
- Chapter Summary

Roles and Resources

- Resources and Roles overview
- Describing Roles and Resources
- Assigning Roles to an Activity
- Assign Rates on Roles
- Assigning Resources
- Analyzing Resource Assignments
- Chapter Summary

Analysis, Risks and Issues

- Analysis Overview
- Working with Check Schedule
- Adjusting the Project Schedule
- Analyzing Resource Availability
- Entering Risks
- Entering Issues
- Chapter Summary

Baselines

- Baselines Overview
- Creating a Baseline
- Working with Baselines
- Chapter Summary

Progressing the Project

- Project Execution Overview
- Status Update Methods
- Using Progress Spotlight
- Progressing Activity Status
- Rescheduling the Project
- Chapter Summary

Printing, Publishing, Importing and Exporting

- Printing and Print Preview
- Publishing Activities
- Export and Importing

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session