



Primavera P6 Professional Fundamentals Rel 21

Student Guide
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Course Objectives

Primavera P6 Professional Fundamentals will cover the following topics:

Section I: Overview and Creating a Project

Lesson 1 – Project Management Life Cycle

- Identify the five process groups in the Project Management Life Cycle.
- Describe the steps included in each process group.

Lesson 2 - Understanding Data in P6

- Describe P6 Professional.
- Describe the Enterprise Project Structure.
- Describe the Organizational Breakdown Structure.
- Distinguish between enterprise data and project-specific data.

Lesson 3 - Overview and Navigation

- Log in to P6 Professional.
- Open an existing project.
- Open and navigate among different windows.
- Open an existing layout.
- Customize a layout.
- Save a layout.

Lesson 4 - Creating a Project

- Create a project.
- Navigate in the Projects window.
- View and modify information in Project Details.

Lesson 5 - Creating a Work Breakdown Structure

- Define a Work Breakdown Structure (WBS).
- Create multiple levels of a WBS hierarchy.

Lesson 6 - 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 code values to activities.

Case Study 1 - Creating a Project

Section II: Scheduling and Assigning Resources

Lesson 7 - Assigning Calendars

- Define work time and non-work time.
- Explain the differences between global, project, and resource calendars.
- Create a new project calendar.

Lesson 8 - Creating Relationships

- View a network logic diagram.
- Describe the four relationship types.
- Create relationships in the Activity Network.
- Create relationships in Activity Details.

Lesson 9 - Scheduling

- Describe Critical Path Method (CPM) Scheduling.
- Perform a forward and a backward pass.
- Describe float and its impact on a schedule.
- Identify loops and open ends.
- Calculate a schedule.
- Analyze the scheduling log report.

Lesson 10 - Assigning Constraints

- Describe available constraint types.
- Apply Must Finish By constraint to a project.
- Apply a Start On or After constraint to an activity.
- Adding a comment to an activity.

- Add a Notebook topic to a constrained activity.

Lesson 11 - Creating Layouts

- Group activities according to specific criteria.
- Sort activities.
- Apply a filter.
- Create a filter.

Lesson 12 - Understanding Roles and Resources

- Describe roles and view the roles dictionary.
- Describe resources and view the resource dictionary.
- Identify the differences between labor, nonlabor, and material resources.

Lesson 13 - Assigning Roles and Resources

- Assign roles to an activity.
- Assign rates on roles.
- Assign resources to an activity by role and directly from the resource dictionary.
- Adjust Budgeted Units/Time for a resource.
- Assign expenses to activities.

Lesson 14 - Optimizing the Project Plan

- Analyze schedule dates.
- Shorten a project schedule.
- Analyze resource availability.
- Resolve resource overallocation.
- Analyze project costs.

Case Study 2 – Optimizing the Project

Section III: Baseline and Executing

Lesson 15 – Baseline the Project Plan

- Create a baseline plan.
- Display baseline bars on the Gantt chart.
- Modify the bars on the Gantt chart.

Lesson 16 - Importing and Exporting Data

- Describe the process of importing and exporting data.
- Export a project.
- Import a project.

Lesson 17 - Methods of Applying Progress

- Describe methods for applying progress to a project.

Lesson 18 - Executing the Project Plan

- Use Progress Spotlight.
- Update the status of completed activities and activities in progress.
- Reschedule the project.

Lesson 19 - Reflection Projects

- Create a reflection project.
- Merge changes from reflection project into source project.

Lesson 20 - Analyzing the Updated Project

- Analyze schedule dates, resource availability/allocation, and project costs.
- Identify areas where the project is falling behind schedule or exceeding planned costs.
- Make changes necessary to address variances.
- Understand the importance of analyzing a project after every status update.

Lesson 21 - Reporting Performance

- Describe reporting methods.
- Run a schedule report.
- Create a resource report with the Report wizard.
- Create a time distributed report.
- Create a report using the current layout.

Case Study 3 – Execution and Control

Section IV: Appendices

Appendix A - Creating Output

- Customize the appearance of headers and footers.
- Insert and format the curtain and text attachment tools.

- Format the appearance of the data date.

Appendix B - Managing Work Products and Documents

- Describe the difference between a work product and a reference document.
- Create a document record.
- Link the document record to a project document or work product.
- Assign the project document to an activity or WBS.

Appendix C – Schedule Comparison

- Describe how Schedule Comparison compares project plans.
- Create a comparison report.