What you will learn

Get your first project up and running quickly in P6. You’ll learn how to start a new project schedule by creating activities, relationships, calendars, and baselines, and by optimizing your project plan. We also discuss Best Practices of collecting updates and developing schedule reports.

This course uses P6 Professional Project Management (PPM), Primavera’s Windows-based, client/server application. It is appropriate for those using P6 PPM—either as a stand-alone application, or as part of P6 Enterprise Project Portfolio Management (EPPM).

Professional Development and Continuing Education Units: Coming Soon!

LEARN TO:

- Navigate P6 Professional
- View an Enterprise Project Structure (EPS)
- Create a Work Breakdown Structure (WBS)
- Develop a project schedule
- Understand Activity Types
- Assign relationships and constraints
- Perform a forward and a backward pass
- Understand float
- View the schedule log report
- Optimize the schedule and create a baseline
- Status activities
- Format schedule output for reporting progress

Audience

- Planner/Schedulers
- Project Managers
- Project Administrators

Suggested Prerequisites

- Getting Started with Primavera P6 Professional
- Basic knowledge of project management principles

Course Outline

Understanding P6 Data and Navigating
- Describing Enterprise and Project-Specific data
- Logging In
- Opening an Existing Project
- Opening and Customizing Layouts

Creating a Project
- Navigating in the Projects Window
- Viewing Project Details
Creating a Work Breakdown Structure
  Defining a Work Breakdown Structure
  Creating the WBS Hierarchy

Adding Activities
  Describing an Activity and its Components
  Describing Activity Types
  Adding Activities
  Assigning Calendars

Creating Relationships
  Viewing a Network Logic Diagram
  Relationship Types
  Creating Relationships

Scheduling
  Performing a Forward and a Backward Pass
  Describing Float
  Viewing the Schedule Log Report

Workshop

Create a project
Enter the WBS for the Project
Add Activities to the Project
Add Relationships
Schedule the Project

Optimizing the Project Plan
  Analyzing Schedule Dates
  Shortening a Project Schedule

Baselining the Project Plan
  Creating a Baseline Plan
  Displaying Baseline Bars on the Gantt Chart

Project Execution and Control
  Describing Methods for Updating the Schedule
  Using Progress Spotlight
  Statusing Activities
  Rescheduling the Project

Formatting Schedule Data
  Grouping Activities
  Sorting
  Filtering

Workshop
Optimize the project
Baseline the project
Update the schedule
Reschedule the project

Suggested Next Courses
Working with Roles and Resources in Primavera P6 Professional
Maximizing Primavera P6 Professional