

PRIMAVERA P6 TRAINING INTRODUCTION AND CONTEXT



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PRACTICAL INFORMATION



Duration :
3 days (21 hours)



Dates :
Contact us
+33 1 69 81 95 92



Location :
Inhouse training
Massy (France)
Remote training



Objective

- Mastering the software
- Improve on advanced software features according to your needs
- Deploy the software as a project management solution
- Migrate your project data to Primavera P6
- Assist your teams on one of your projects



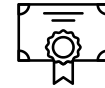
Public

- This training is intended for project managers and all persons involved in a company project
- Primavera P6 training requirements : The fundamentals of project management



Training materials

- Syllabus + case studies each trainee will work on a PC with Primavera
- The software P6 is provided during the training course for case studies and exercises



Learning outcomes

- At the end of this training, each participant will be able to plan a project with Primavera P6



Prerequisite

- The fundamentals of project management



Our instructors

- Our trainings are given by international experts recognized for their skills and expertise in risk analysis and complex project management



Accessibility

www.mesli-consulting.com 36 rue Victor Basch 91300 Massy, France

TRAINING ORGANIZATION REGISTERED UNDER N° 11 91 06522 91



Day 1

Introduction, structuring and creation of projects in Primavera P6

General introduction

- The Fundamentals of Project Management
- Architecture of the Primavera solution
- Introduction to Primavera P6

Project structure in Primavera P6

- Configuring EPS (Enterprise Project Structure)
- Adding a project to the EPS
- Using and Defining the Organizational Breakdown Structure (OBS)
- Define the language in which the data is displayed

Create a project

- Changing parameters and settings for projects
- Detailed information about the projects

Project Structure (WBS)

- Create a Work Breakdown Structure (WBS) of your project
- Setting up the hierarchical levels of the WBS

Calendars

- Set up and configure calendars
- The different types of calendars: project, resources and global
- Assign several calendars to projects

Inserting Tasks

- Create task
- Details of the tasks
- Creating links between tasks

- Dissolve a task
- Copy -Paste tasks
- Definition and configuration of critical tasks
- Assigning calendars to tasks
- Set up and modify task identifiers

Definition of the Network

- Definition of logical networks
- Configuration of critical tasks
- Definition of task constraints
- Display total float and free float in the planning

Codes

- Define and create project codes, resource codes and task codes
- Assigning a code to a task
- Assigning a code to several tasks
- Create task codes at EPS level

Group & Sort -Filters -Layouts

- Group and sort your data
- Primavera filters by default
- Filter tasks
- Configuration of presentations & layouts
- Using keyboard shortcuts to optimize data entry

Resources and skills, cost allocation with Primavera P6

Skills and Resources

- Definition of project resources and skills
- Resource details
- Allocation of resources & skills
- Define resource curves
- Set up the histogram of stacked resources

Assigning Costs to Tasks

- Assign expenses to WBS tasks and levels
- [Breakdown of the project budget](#)

Planning optimization

- Analysis of the critical paths of the project
- Analysis of resources and histograms by batch
- Resource leveling
- Resource allocation

User Preferences

- Planning time units
- Setting dates and units
- Select and display currency
- Specify a currency format
- Change Password

Project Documentation

- Assigning Documents to Project Tasks

Day 2

Controlling a project with Primavera P6

Assigning a baseline

- Create a reference schedule (Baseline)
- View the reference bars in the schedule

Project Execution and Control

- Procedure for progress
- Automatic update of the schedule
- Plan your project with Primavera P6
- Analyze the gaps with Primavera P6
- Report creation wizards
- Open several schedules at the same time
- View resources with real progressThresholds -Alerts
- Define project thresholds
- Set up alerts

Risks:

- Identify risks related to planning
- Consolidate the risk table

Layout and Printing

- Edit and print reports
- Print the resource histogram

Import and Export Data

- Export your schedule to Excel and MS Project
- Export your schedule in Xer and Xml format
- Import your schedule into the primavera P6 database

Day 3

Last brochure update: January 1, 2023