Project Controls Institute

Project Management in Primavera P6
Course Brochure and Competency Matrix

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1. Course Description

Course name: Project Management in Primavera P6.

Course Level: Beginner/Foundation.

Dedicated training in a structured and professional manner allows candidates to demonstrate knowledge and proficiency in using the Primavera P6 through project lifecycle.

Projcon's training incorporates industry accepted best practices for developing and managing good project schedule. We aim to develop candidates for success in real world project controls.

Our unique approach includes weekly webinars/classroom sessions, real life examples, assignments and their review, mock exam and full exam in addition to demonstrating the application of P6 on full project lifecycle. This approach develops competency and creates an environment that enables it to attract, develop and retain individuals who can contribute towards business objectives.

2. Course Development

This course is developed by industry experts working on real-world projects. Course is developed through a series of modules, lessons, demonstrations and exercises that introduce the concepts and techniques the participant needs to use Primavera P6 in a professional working environment.

3. Eligibility Requirements

There is no formal entry requirement to take this qualification. However, it's recommended that candidates have a basic understanding of the project management.

4. Course Syllabus

Module#	Module Description
1	**Introduction to Primavera P6**
1.1	How to download and install the Primavera P6
1.2	Primavera P6 architecture, difference between P6 EPPM and P6 PPM
1.3	Capabilities of Primavera P6
2	**Navigating and Layout**
2.1	Overview of Primavera P6 Workspace
2.2	Working with the Projects Window and Enterprise Toolbar
3	**Enterprise Project Structure (EPS)**
3.1	Introduction to Project, Programme and Portfolio
3.2	EPS Overview
3.3	Managing data at the Enterprise Level
4	**Organization Breakdown Structure (OBS)**
4.1	OBS Overview
4.2	Responsibility Assignment Matrix (RAM)
5	**Projects**
5.1	Creating a new project in Primavera P6
5.2	Importing and Exporting Projects into Primavera P6
5.3	Assigning Codes, Filtering and Grouping Projects
6	**Work Breakdown Structure (WBS)**
6.1	Introduction to WBS and guidelines to design the WBS
6.2	Adding WBS in Primavera P6
7	**Activities**
7.1	Activity Layouts
7.2	Adding Activities to the WBS
7.3	Creating Relationships
7.4	Critical Path Method - CPM
7.5	Scheduling
7.6	Critical Path - Total Float and Must Finish By
7.7	Calendars
7.8	Constraints
8	**Resources**
8.1	Resources Overview
8.2	Resources Window
8.3	Creating Labour, Non-labour and Material Resources
8.4	Resource Codes

8.5	Adding Resources to the Schedule
8.6	Analysing resource performance
8.7	Introduction to Cost Management
8.8	Resource Costs
8.9	Expense Costs
8.10	Adding Resource and Expense Costs to the schedule
9	**Schedule Health Check**
9.1	Introduction to Schedule Health Check using DCMA 14 points
10	**Baseline Schedule**
10.1	Baselines Overview
10.2	Managing Baselines in Primavera P6
11	**Inputs to Update**
11.1	Progress Data and Data Date
11.2	The % complete type field
12	**Updating the Schedule**
12.1	Building a Layout in Primavera P6 for updating
12.2	Updating schedule with dates
12.3	Updating schedule with resource and expenses
13	**Earned Value Management (EVM)**
13.1	Introduction to EVM and its variables
13.2	Planned Value Cost, Actual Cost, Earned Value Cost in P6
14	**Reporting and Dashboard**
14.1	DBMS Concepts
14.2	Dashboard Creation and Reporting

5. Competency Matrix

Module 1	Introduction to Primavera P6
End state vision - This module explains procedure to download and install the Primavera P6 and explains the P6 architecture, basic features of each Primavera P6 product and their benefits.	
Understanding/Skills achieved	

- Download and install the Primavera P6.
- Understand the difference between the P6 EPPM from P6 PPM and select the product based on needs.
- Understand the limitations of Primavera P6 – standalone.
- Understand the differences between Primavera P6 and MS Project.
- Distinguish Enterprise from Project Level.
- Understand the benefits of using the Primavera P6.

Module 2	Navigating and Layout

End state vision - This module is designed to familiarize with the Primavera P6 navigation, layout, interfaces and main windows.

Understanding/Skills achieved

- ▶ Navigate through the workspaces and use the toolbars and menu.
- ▶ Navigate through the Projects Window.
- ▶ Understand the features of the other windows at the Enterprise level.

Module 3	Enterprise Project Structure (EPS)

End state vision - This module is designed to provide an overview of working at the EPS level.

Understanding/Skills achieved

- ▶ Define an EPS to organize your projects in Primavera P6.
- ▶ View the contents of an existing project in Primavera P6.
- ▶ Filter all the projects in your EPS in order to display the desired information.

Module 4	Organization Breakdown Structure (OBS)

End state vision - This module is designed to provide an overview of how to manage OBS in the Primavera P6.

Understanding/Skills achieved

- ▶ View, add, edit, copy, paste, delete an OBS elements for your enterprise.
- ▶ Set up the access rights of each OBS element to your projects.
- ▶ Use the RMA as tool to show which project belong to each responsible manager.

Module 5	Project

End state vision - This module is designed to provide an overview of how to manage project in Primavera P6.

Understanding/Skills achieved

- ▶ Create a new project.
- ▶ View and modify information on the Projects details screen.
- ▶ Import and export .Xer files into Primavera P6.
- ▶ Assign codes to your projects.
- ▶ Filter and group projects according to the assigned code.

Module 6	Work Breakdown Structure (WBS)

End state vision - This module is designed to provide an overview of Work Breakdown Structure in Primavera P6.

Understanding/Skills achieved

- ▶ Develop Work Breakdown Structure in P6.
- ▶ Create a WBS hierarchy for your projects in Primavera P6.

Module 7	Activities

End state vision - This module is designed to provide an overview of activities in Primavera P6.

Understanding/Skills achieved
▸ Create and manage basic layouts in Primavera P6.
▸ Add and manage activities in Primavera P6.
▸ Link and manage relationships in Primavera P6.
▸ . Understand how Primavera P6 calculates the finish and start dates of your project.
▸ Schedule your project and critically analyse main outcomes.
▸ Deeper understanding on the critical path and how to work with deadlines.
▸ Manage calendars in Primavera P6.
▸ Assign and manage constraints in Primavera P6.

Module 8	Resources

End state vision - This module is designed to provide an overview of resources in Primavera P6.

Understanding/Skills achieved
▸ Understand the steps needed to properly deal with resources in Primavera P6.
▸ Analyse the aspects related to resources in Primavera P6.
▸ Create new resources and setup resources.
▸ Create and configure a Resource Code in Primavera P6 and use it to group your resource pool on the "Resources Window".
▸ Assign resources to activities in Primavera P6.
▸ Identify over allocation problems.
▸ Perform resource levelling to optimize the resources.
▸ Understand Cost Management concepts in Primavera P6.
▸ Analyse the costs calculated by Primavera P6 on your resources.
▸ Analyse the costs calculated by Primavera P6 on your expenses.
▸ Analyse the costs calculated by Primavera P6 on your expenses. add expense, labour, non-labour, material costs to your schedule and see how it affects the total cost.

Module 9	Schedule Health Check

End state vision - This module is designed to provide an overview of schedule quality check.

Understanding/Skills achieved
▸ Perform schedule health check using DCMA 14 check points.

Module 10	Baseline Schedule

End state vision - This module is designed to provide an overview of assigning baselines in Primavera.

Understanding/Skills achieved
▸ Create a baseline in Primavera P6.
▸ Evaluate project against a baseline in Primavera P6.

Module 11	Inputs to Update

End state vision - This module is designed to provide an overview of inputs to be used when updating the schedule.

Understanding/Skills achieved
▸ Understand the data to enter in each type of activity when updating schedule.
▸ Choose the best option of activity type to be used to update schedule.

Module 12	Updating the Schedule
End state vision - This module is designed to provide an overview of how to update the schedule in Primavera P6.	
Understanding/Skills achieved	
▸ Update schedule in Primavera P6 and analyse the outcomes.	
Module 13	Earned Value Management (EVM)
End state vision - This module is designed to provide an overview of how to work with EVM in Primavera P6.	
Understanding/Skills achieved	
▸ Perform EVM in Primavera P6.	
Module 14	Reporting and Dashboard
End state vision - This module is designed to provide an overview of how to report your outcomes using the Primavera P6.	
Understanding/Skills achieved	
▸ Create a report with different information on your project.	