

## COURSE INFORMATION

**COURSE TITLE** Planning & Control Using Oracle Primavera P6  
Versions 8 to 22 PPM Professional

### SHORT DESCRIPTION OF COURSE

This course is aimed at teaching students how to use Primavera Project Manager P6 PPM Professional Client up to an intermediate level.

### COURSE AIM

This course aims to teach participants:

- Introduction to the user interface and how to plan projects without resources,
- Filters layouts, printing,
- Baselines and updating an un-resourced project,
- Creating and assigning roles and resources,
- Controlling projects with resources and costs,
- Setting up and administering a database plus advanced features including import/export, Activity Codes, Custom Data Fields and Global Change.

### TARGET AUDIENCE

The following people should consider attending this course:

- Programme Managers and Project Control staff evaluating the software against your organisational requirements.
- Project schedulers who wish to learn how to use the software to schedule and control projects.
- Database managers who wish to understand how to set up and administer a database.
- Experienced project personal who wish to learn the more advanced features on how to schedule and control a project.

### COURSE PREREQUISITS

Students should have:

- Access to a working copy of Oracle Primavera P6 PPM Professional, any version later than Version 8, with unrestricted access to a database,
- The ability to use a personal computer and understand the fundamentals of the operating system,
- Experience using application software such as Microsoft Office and
- An understanding of how projects are planned, scheduled and controlled, including understanding the project management processes applicable to your projects.

### DELIVERY

The course is delivered using the following technique:

- The instructor demonstrates the functions of the software using a PowerPoint presentation and using the software live module by module, and
- At the end of each module the students complete a workshop that reinforces the topics learned in the module.

### ABOUT THE AUTHOR

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner and a "Managing Successful Programmes" Registered Practitioner. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software. He has published over 50 books on Project planning and scheduling software over the past 22 years including books on SureTrak, P3, Microsoft Project, Oracle Primavera P6 and Elecosoft (Asta) Powerproject.



## **COURSE CONTENTS**

### **Planning Projects without Resources**

- 1 Introduction
- 2 Creating a Project Plan
- 3 Starting Up and Navigation
- 4 Creating a New Project
- 5 Defining Calendars
- 6 Creating a Primavera Project WBS
- 7 Adding Activities and Organizing Under The WBS
- 8 Formatting the Display
- 9 Adding Relationships
- 10 Activity Network View
- 11 Constraints

### **Filters, Layouts, Printing and Reports**

- 12 Group, Sort and Layouts
- 13 Filters
- 14 Printing, Reports and Visualizer

### **Baselining and Updating an Unresourced Schedule**

- 15 Scheduling Options and Setting a Baseline
- 16 Updating an Unresourced Schedule

### **Creating a Resourced Schedule**

- 17 User and Administration Preferences
- 18 Creating Roles and Resources
- 19 Assigning Roles, Resources and Expenses

### **Controlling Projects with Resources and Costs**

- 20 Resource Optimization
- 21 Updating a Resourced Schedule

### **Setting up and administering a database plus advanced features**

- 22 Other Methods of Organizing Project Data, Activity Codes and User Defined Fields
- 23 Global Change
- 24 Managing the Enterprise Environment
- 25 Multiple Project Scheduling
- 26 Utilities, Reflection Projects, Audit Trail, Import and Export
- 27 Earned Value Management with P6