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Course: Primavera P6

Course Description

This course provides hands-on training on Primavera's client/server-based solution, leading participants through the entire project life cycle-from planning to execution. Topics covered in this course include adding activities, assigning resources, and creating a baseline. Participants will also gain a thorough knowledge about the concepts of planning and scheduling. After completing this course, you will understand the three basic elements of project management: schedule, resource, and costs.

Class and Lab hours:

35 (20 Theory, 15 Lab)

Prerequisite: *Aspirants having basic knowledge of project planning.*

Course Objectives

Upon completion of the course, trainees/students will be able to:

- 1. Identify the objectives and define the scope of a project.*
- 2. Identify, organize, and manage tasks, and resources required to complete a project under the constraints of time and cost to achieve a final project target.*
- 3. Define and control cost handling of over-allocated resources and resource leveling*
- 4. Tracking progress of project*
- 5. Print reports.*

Major Instructional Areas

- 1. Understand the discipline of project management*
- 2. Create calendars and tasks*
- 3. Understand tasks relationship*
- 4. Define and assign resources*
- 5. Understand scheduling*
- 6. Manage, track, and update the project*

Evaluation:

There will be one exam that every trainee/student must pass with at least 75% or more to get a certificate of completion from BIMNCAD.

Detailed Course Outline

Unit Heading	Unit Outcomes	Unit Topics
1. Understanding Primavera P6	<ul style="list-style-type: none"> • Basics of Primavera P6 	<ul style="list-style-type: none"> • Introducing Primavera P6 • Describing the organizational breakdown structure and enterprise project structure
2. Project, Activities, and Activity Views	<ul style="list-style-type: none"> • Create a project <ul style="list-style-type: none"> • Add activities • Use activity views 	<ul style="list-style-type: none"> • Viewing the EPS page • Modifying project information • Creating a work breakdown structure • Creating multiple levels • Describing activity types • Viewing activity information • Editing activity details • Assigning steps and codes • Customizing a view • Filtering data • Grouping and sorting data • Creating relationships • Viewing relationship types
3. Project Schedule, Constraints, and Optimization	<ul style="list-style-type: none"> • Schedule a project • Assign constraints • Optimize project schedule 	<ul style="list-style-type: none"> • Defining key terms in scheduling • Defining total float • Describing loops and open ends • Calculating a schedule • Applying a Must Finish By Date • Constraining an activity • Analyzing schedule dates • Shortening a project schedule
4. Project Workspace	<ul style="list-style-type: none"> • View the project workspace 	<ul style="list-style-type: none"> • Adding and removing port lets • Customizing the project workspace
5. Roles and Resources	<ul style="list-style-type: none"> • Assign roles and resources 	<ul style="list-style-type: none"> • Assigning a role to resources • Assigning resources • Checking resource availability

6. Calendars, Baselines, and Project Plan	<ul style="list-style-type: none"> • <i>Create and edit calendars and baselines</i> 	<ul style="list-style-type: none"> • <i>Defining work types</i> • <i>Editing a project calendar</i> • <i>Assigning a calendar to an activity</i> • <i>Selecting a baseline</i> • <i>Adding a baseline</i> • <i>Describing methods of applying progress using progress spotlight</i> • <i>Defining the data date</i> • <i>Updating the progress of activities</i>
7. Analyze updated project	<ul style="list-style-type: none"> • <i>Analyze the updated project</i> 	<ul style="list-style-type: none"> • <i>Comparing dates</i> • <i>Viewing schedule performance</i> • <i>Addressing variance</i> • <i>Viewing dashboards</i> • <i>Customizing dashboards</i> • <i>Adding and removing dashboards</i> • <i>Viewing portfolio data</i> • <i>Using project templates</i> • <i>Creating a template from a project</i> • <i>Creating a new project from a template</i> • <i>Tailoring a project by adding a WBS from a template</i>
8. Managing Risks and Issues	<ul style="list-style-type: none"> • <i>Work with risks and issues</i> 	<ul style="list-style-type: none"> • <i>Adding project risks</i> • <i>Creating and viewing thresholds</i> • <i>Creating and viewing issues and issues history</i>