



H. No. 125, Near D.P.S. School,  
Sector - 28, Gurgaon, Haryana, 122002  
+91-9811961403

[contact@bimncad.com](mailto:contact@bimncad.com), [www.bimncad.com](http://www.bimncad.com)

# Course: Primavera P6

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## 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**

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

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