

[Primavera P3 Managing Project Data – 1 Day Course](#)

This hands-on training course is aimed at experienced P3 users. You will go beyond the fundamentals of scheduling a project by transferring project data through copy and paste, storing and retrieving fragnets, and using import and export. In addition, global change and custom data items will be used to modify activity data. Learn to enhance your presentation by including objects and symbols and post this information on your company intranet using the Web publishing Wizard. You will become proficient at using the power of P3 for maximum control of your projects.

Prerequisite: Primavera P3 Planning and Scheduling

Course Outline:

Building a Project:

- Create a Project Group
- Store and retrieve fragnets
- Copy and paste data between projects
- Export/Import project data

Customizing Project Data:

- Define and assign custom data items
- Modify project data through global change
- Use string functions to alter activity information
- Assign resources through global change

Enhancing Layouts for Presentations:

- Format the activity box ends and relationship lines
- Access Primavera Draw
- Insert a symbol and text in the layout
- Attach objects to the layout
- Link objects to activities
- Use the “Best Fit” print option
- Display P3 data in Metafile format
- Create intranet pages using the Web publishing Wizard

Case Studies:

- Build a project
- Add & modify activity data
- Create the presentation

Hands-On Workshops & Exercises

- Add a project
- Create a contract directory
- Create and distribute contract drawings
- Add contracts and purchase orders
- Track and status submittals
- Record meeting minutes
- Log daily reports
- Create letters
- Produce RFI’s and notices
- Create transmittals
- Build issues

Upon course completion, you will be able to:

- Create a Project Group
- Store and retrieve fragnets
- Copy and paste data between projects
- Alter schedule logic in PERT
- Export/Import data to a spreadsheet and other formats
- Define and assign custom data items
- Modify project data through global change
- Use Primavera Draw
- Attach objects to activities
- Link objects to the layout
- Utilize “Fit To Page” printing in PERT
- Display P3 data in Metafile format
- Create intranet Web pages using the Web Publishing Wizard



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