

Course 102

P6 - Planner/Scheduler Basic Course (3 Days)

This course provides hands-on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

Targeted role: Program Managers, Project Managers, Planners/Schedulers

Additional audiences: Existing project management module users. Existing P3e/c, Enterprise, and TeamPlay users.

Prerequisite: Fundamental Project Management Training and knowledge of Windows

****Note:** The project data used in the course is more Construction focused.

Course Outline

Day One:

- Introduction to Project Management module
- The Project Management Life Cycle
- Data, Navigating and Layouts
- Enterprise Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Adding Activities

Day Two:

- Creating Relationships
- Scheduling
- Adding constraints
- Maintaining the Project Documents Library
- Formatting Schedule Data
- Roles and Resources
- Assigning Roles

Day Three:

- Analyzing Resources and Costs
- Analyzing Resources
- Optimizing the Project Plan
- Baselining the Project Plan
- Project Execution and Control
- Reporting Performance
- Project Web Site

At the completion of this course, students will be able to:

- Add a Project to the Project Structure
- Create a Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps and Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources and Costs
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Status the Project
- Analyze the Updated Project

Hands on & Workshop Experience

- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule