

## Course 700 Introduction to Primavera Contractor (2 Days)

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This course provides an overview of Primavera Contractor. The course is a hands on approach to the software. It examines how Primavera contractor is used in Project Management for project planning, scheduling, control, and analysis.

**Prerequisite:** A working knowledge of Windows™

### Course Outline

#### Day One:

- Introduction to Contractor
- Navigating in Contractor
- Creating a project and Work Breakdown Structure
- Creating Activities
- Creating Relationships
- Scheduling the project
- Assigning Constraints to a Project

#### Day Two:

- Assigning Constraints to a Project
- Adding Resources to a Project
- Optimizing the Project
- Base lining the Project
- Executing the Project
- Creating Output
- Customizing Projects

#### At the completion of this course the student will be able to:

- Create a project
- Assign a calendar to a project
- Organize a project using activity codes
- Add activities and relationships to a project
- Perform manual schedule calculations
- Apply constraints to an activity
- Modify activity information
- Track progress on an activity
- Create and customize layouts
- Apply filters to a project
- Customize the appearance of a project for reporting purposes
- Import and export project data

#### Hands-On Workshops & Exercises:

- Creating a project
- Modify calendars
- Define activity codes
- Add activities and activity codes
- Create relationships in an activity
- Modify a project
- Define resources to a project
- Assign resources to an activity
- Optimizing the schedule
- Tracking project progress