

Primavera project manager **Course**

Why primavera ?

Primavera is the most powerful software which provides an integrated project management solution consisting of role-specific tools to satisfy each team member need .

Course description :

Course provides hands-on training for the project manager using Primavera. Participants will receive an overview of project management concepts while using Primavera to create a project, add activities, assign resources, schedule, view and approve timesheets, and adjust the project plan to account for schedule delays and over allocated resources. The course includes lesson reviews and workshop to reinforce course material.

The training course will be on Primavera ver. 6.0

Course levels:

1. Intermediate
2. Advanced

Courses Period:

For each level : 8 days (24 Hours)

COURSE 1

INTERMEDIATE COURSE OUTLINE

Time for course: 24 Hours

Lesson 1: Introduction to P3elc for Construction

- Describe Primavera tools

- Explain the difference between enterprise and project-specific data

Lesson 1: The Project Management Life Cycle

- Review the relationship between Primavera and the project management life cycle

- Identify the five process groups in the Project Management life cycle

Lesson 3: Navigating

- Log in

- Open an existing project

- Navigate the Home and Activities windows

- Open an existing layout

- Customize a layout

- Save a layout

Lesson 4 : Managing Multiple Projects

- Define the components that comprise the Enterprise Project Structure (EPS)

- View the EPS

Lesson 5 : Creating a Project

- Create a project

- Navigate the Projects window

- View and modify information on the Project Details tabs

Lesson 6 : Creating a Work Breakdown Structure

- Define a WBS

- Create multiple levels of a WBS hierarchy

Lesson 7 : Adding Activities

- Define an activity

- Define activity types

- Add activities

- Add a notebook topic to an activity

- Add steps to an activity

- Assign activity codes to activities

Lesson 8 : Maintaining the Project Documents Library

- Describe the difference between a work product and a reference document

- Create a document record

- Link the document record to a project document or work product

- Assign the project record to an activity or WBS

Lesson 9 : Creating Relationships

- Create a network logic diagram

- Differentiate between the four relationship types

- Create relationships in the Activity Network

- Create relationships in Activity Details

Lesson 10 : Scheduling

- Perform a forward and backward pass

- Define float and its impact on a schedule

- Identify loops and open ends

- Calculate a schedule

Analyze the scheduling log report

Lesson 11 : Assigning Constraints

Apply an overall deadline to a project
Apply a constraint to an individual activity
Add notebook topics to constrained activities
Describe the available constraint types

Lesson 12 : Formatting Schedule Data

Group activities according to a specific criteria
Sort activities
Apply a filter
Create a filter

Lesson 13 : Defining Roles and Resources

Define roles
Define resources
Identify the differences between labor, nonlabor and material resources
Describe the steps for resource management
View the resource dictionary

Lesson 14 : Assigning Roles

Assign roles to an activity

Lesson 15 : Assigning Resources and Costs

Assign resources by role
Assign resources to activities
Assign expenses to activities

Lesson 16 : Analyzing Resources

Display the Resource Usage profile
Format a profile
Format the timescale

Lesson 17 : Optimizing the Project Plan

Analyze schedule dates
Shorten a project schedule
Analyze resource availability
Remove resource over allocation
Analyze project costs

Lesson 18 : Baseline the Project Plan

Create a baseline plan
Display baseline bars on the Gantt Chart
Modify the bars on the Gantt Chart

Lesson 19 : Project Execution and Control

Describe several methods for updating the project schedule
Reschedule the project

Lesson 20 : Reporting Performance

Describe reporting methods
Run a schedule report
Create a resource report with the Report wizard
Create a report using the current layout

Lesson 21 : Project Web Site

Create and launch a Project Web site
Customize the appearance of a Project Web site
Publish activity layouts as HTML pages

COURSE 2

ADVANCED COURSE OUTLINE

Time for course: 24 Hours

Lesson 1: Creating Calendars

- Define worktime and nonworktime

- Designate between global, project, and resource calendars

- Create a new project calendar

Lesson 2: User Fields and Global Change

- Establish user defined fields

- Define global change parameters

- Run a global change

Lesson 3: Using Codes in Primavera

- Define project codes, resource codes, and activity codes

- Create values for project codes, resource codes, and activity codes

- Assign weights to project codes and project code values

- Designate a secure code

- Assign project code, resource code, and activity code values in Primavera

Lesson 4: Summarizing Project Data & Running Job Services

- View summarizer details

- Manually summarize data

- Define job service options

- Automatically summarize data using a job service

Lesson 5: Advanced Resource and Role Analysis

- Analyze resource usage using Resource Usage Profile

- Analyze resource usage using Resource Usage Spreadsheet

- Analyze role usage in profile and spreadsheet

- Compare staffed vs. unstaffed resource allocation

Lesson 6: User Access

- Describe the process for establishing security

- Define and create an Organizational Breakdown Structure (OBS) hierarchy

- Establish security profiles for global and project data

- Create a new user with access privileges

Lesson 7: Duration Types

- Determine which duration type works best in a given situation

- Assign a duration type to an activity

Lesson 8 : Calculating Percent Complete

- Define the three Percent Complete types

- Determine which Percent Complete type to use based on how your organization reports progress

- Explain how activity percentages are calculated based on the Percent Complete type chosen

- Use weighted steps to calculate Percent Complete

Lesson 9 : Earned Value and Weighted Milestones

- Define Earned Value

- Define Performance Percent Complete

- Review results of different earned value techniques

- Realize the benefits of using earned value techniques

Lesson 10 : Monitor Thresholds and Issues

- Identify the difference between thresholds and issues

- Create a threshold and an issue

Lesson 11 : Importing and Exporting Data

Describe the process of importing and exporting data

Export projects

Import projects

Lesson 12 : Transferring Data Between Primavera and Microsoft Excel

Export activity data to a spreadsheet application

Modify project information in the spreadsheet application

Import project information from the spreadsheet application

Lesson 13 : Creating a Project with Project Architect

Create a project using Project Architect

Customize the project plan

Lesson 14 : Defining and Assigning Cost Accounts

View the cost accounts dictionary

Assign cost accounts to activities

Assign cost accounts to expenses

Lesson 15 : Advanced Scheduling

Calculate multiple float paths when scheduling

Create financial periods

Display financial periods as columns

Store past period performance

Determine the difference between the scheduling logic options

Identify a calendar's effect on lag

Lesson 16 : Activity and Resource Calculations

Link the Budget and Estimate at Completion (EAC) values

Describe the difference between driving and non-driving resources

Lesson 17: Leveling Resources

Define resource leveling

Set resource leveling options

Level a project to resolve resource conflicts

Analyze the effects of resource leveling

Level based on activity and project priorities

Lesson 18: Updating Baselines

Specify the activities to update in the baseline

Update activity and resource assignment data

Lesson 19: Risk Management

Set up risk types

Create a risk

Calculate a risk's exposure values

Analyze the impact of a risk

Lesson 20: Tracking Layouts

View layouts

Select filters for layouts

Modify layouts

Create new layouts

Lesson 21: Top-down budgeting

Establish project budgets

Establish spending plans

Track budget changes

Track and analyze budgets

Establish funding sources

Lesson 22 : Top-Down Estimating

Describe top-down estimating

Add estimation weights to activities and WBS elements

Perform top-down estimating

Lesson 23 : Auto Compute Actuals

Describe the business rules for auto compute actuals

Auto compute an activity

Analyze the effect of auto compute actuals on an activity

Auto compute a resource

Auto compute an expense

Lesson 24 : Claim Digger

Define how Claim Digger compares project plans

Create a comparison report in Claim Digger

Lesson 25 : Multi-Currency

Establish multiple currencies and exchange rates

Set up user currency preferences

Set up currency based on user preferences

Select the currency for viewing monetary values

Assign a currency type to a specific resource