

## Course 107 – Resource Management in P6 Web

Provides hands-on training in P6 Web, focusing on resource management. Participants will gain a thorough background in the concepts of resource management by adding a resource to the enterprise resource pool; planning for resource needs in future projects; staffing resources on current projects; and managing resources to ensure they are fully utilized. Workshops provide an opportunity to apply new skills and functionality.

**Targeted roles:** Resource managers, project managers

**Course length:** 1.5 - 2 days

**Course level:** Basic

**Prerequisite:** Course 101 recommended but not required

### Professional Development and Continuing Education Units:

Earns 13.5 PDUs and 1.3 CEUs

PMI Program Number - 107

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### Learning Outcomes:

*Day One:*

#### Introduction to Primavera

- Describe Primavera solutions
- Describe P6

#### Overview and Navigation

- Log in to P6 Web
- Navigate to sections
- Locate Action bar

#### Dashboards

- View dashboards
- Customize dashboards
- Filter data to display in portlets

#### Administering the Resource Pool

- Add a resource
- Place the resource in the Resource dictionary
- Prepare the resource to report time in timesheets
- Assign roles
- Assign resource codes
- Specify Max Units/Time and Price/Unit

## Creating Resource Teams

- Create a resource team
- View a resource team on the Resource Team Summary portlet in a dashboard

Day Two:

## Creating Role Teams

- Create a role team
- View a role team in the Open Requests for Resources portlet on a dashboard

## Resource Planning

- Assign resources at the project or WBS level
- View the implications of committed and non-committed assignments
- Spread resource allocation across the life of the project
- Split resource allocation
- Allocate based on percentage
- View options for including assignments made in the Plan Resources view in other allocation-related views in Primavera

## Managing Allocation

- Use the Resource Team Summary portlet to view allocation
- Use the Usage tab to analyze units and costs
- View projects and activities causing resource overallocation
- Display enhanced charts to analyze allocation in the Analysis tab
- Group and filter data in the Analysis tab

## Staffing Resource Requests

- Use the Open Requests for Resources portlet to assess staffing needs
- Fill an unstaffed role assignment
- Staff a resource request by searching for the most qualified resource
- Use the Usage tab to analyze role allocation and costs

