

## ORACLE PRIMAVERA EDUCATION SERIES

**Course Title:** P101 Project Management in Primavera P6 Web Access

**Course Level:** Basic (Primavera P6 Web Access)

**Course Duration:** 3 Days

**Course Audience:** Program and Project Managers, Planners and Schedulers, Business Analysts, End Users, Functional Implementer

**Prerequisite(s):** project planning/management fundamentals (desirable)  
knowledge of browsing and Windows™

Professional Development and Continuing Education Units: Earns 19.5 PDUs and 1.95 CEUs  
PMI Program Number: 101

### Course Summary

This course offers a comprehensive overview of Primavera P6 Web Access, a web-based online tool for managing projects and allowing team members to use customisable workspaces to communicate and share project information.

Delegates will create a project, add activities and relationships, assign resources, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios.

Participants also will learn how to customize the Personal Workspace and the Project Workspace to monitor project progress and communicate with team members. Hands-on workshops help students create and track an entire project to completion.

### Learn to:

- Create a project
- Assign and analyze resources
- Analyze project performance
- Create reports
- Customize dashboards and the Project Workspace
- Optimize the project schedule

### Course Objectives:

- |   |                                 |
|---|---------------------------------|
| ➤ Create a project                      | ➤ Optimize the project schedule |
| ➤ Create a Work Breakdown Structure     | ➤ Assign roles and resources    |
| ➤ Add activities                        | ➤ Analyze resources and costs   |
| ➤ Customize activity views              | ➤ Baseline the project plan     |
| ➤ Create relationships                  | ➤ Execute the project           |
| ➤ Schedule the project                  | ➤ Customize dashboards          |
| ➤ Assign constraints                    | ➤ Manage documents              |
| ➤ View the Enterprise Project Structure | ➤ Create reports                |



## Course Topics

- ▣ **Viewing the Enterprise Project Structure**
  - *Describing the Organizational Breakdown Structure*
- ▣ **Creating a Project**
  - *Viewing Project Details*
- ▣ **Creating a Work Breakdown Structure**
  - *Creating Multiple Levels*
- ▣ **Adding Activities**
  - *Describing Activity Types*
  - *Viewing Activity Information*
  - *Editing Activity Details*
  - *Assigning Steps*
  - *Assigning Codes*
- ▣ **Using Activity Views**
  - *Customizing a View*
  - *Filtering Data*
  - *Grouping and Sorting Data*
- ▣ **Creating Relationships**
  - *Viewing Relationship Types*
  - *Creating Relationships in the Gantt Chart*
- ▣ **Scheduling a Project**
  - *Defining Key Terms*
  - *Defining Total Float*
  - *Describing Loops and Open Ends*
- ▣ **Viewing the Project Workspace**
  - *Adding and Removing Portlets*
  - *Customizing the Project Workspace*

- ▣ **Assigning Constraints**
  - *Applying a Must Finish By Date*
  - *Constraining an Activity*
- ▣ **Optimizing the Project Schedule**
  - *Analyzing Schedule Dates*
  - *Shorten a Project Schedule*
- ▣ **Assigning Roles and Resources**
  - *Assigning a Role*
  - *Requesting Resources*
  - *Assigning Resources*
  - *Checking Resource Availability*
- ▣ **Analyzing Resources and Costs**
  - *Analyzing Overallocation*
- ▣ **Baselining the Project Plan**
  - *Selecting a Baseline*
  - *Adding a Baseline*
- ▣ **Executing the Project Plan**
  - *Defining the Data Date*
- ▣ **Analyzing the Updated Project**
  - *Comparing Dates*
  - *Viewing Schedule Performance*
- ▣ **Viewing Dashboards**
  - *Customizing Dashboards*
  - *Adding and Removing Dashboards*
  - *Managing Documents*
- ▣ **Uploading a Document**
  - *Checking Out a Document*
  - *Reviewing a Document*

## Suggested Next Courses:

- ▣ P106-A Administration in Primavera P6 and P6 Web Access
- ▣ P107 Resource Management in Primavera P6 Web Access
- ▣ P109 Portfolio Management in Primavera P6 Web Access



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