

## ORACLE PRIMAVERA EDUCATION SERIES

- Course Title:** P102 Project Management in Primavera P6  
**Course Level:** Basic (Primavera P6 Client / Server)  
**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)  
Working knowledge of Windows™

Professional Development and Continuing Education Units: Earns 19.5 PDUs and 1.95 CEUs  
PMI Program Number: 102

### Course Summary:

This course provides hands on training for Oracle's Primavera P6 client/server solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

*This course content is appropriate for students looking for P6 Rel 6, Rel 6.2 and Rel 7 training.*

### Learn to:

- Create a project
- Add activities
- Schedule a project
- Assign resources
- Adjust project schedule
- Create reports

### Course Objectives:

- |  |                              |
|--|------------------------------|
| ➤ Manage multiple projects               | ➤ Format schedule data       |
| ➤ Create a project                       | ➤ Define roles and resources |
| ➤ Create a Work Breakdown Structure      | ➤ Assign roles               |
| ➤ Add activities                         | ➤ Assign resources and costs |
| ➤ Maintain the project documents library | ➤ Analyze resources          |
| ➤ Create relationships                   | ➤ Optimize the project plan  |
| ➤ Schedule the project                   | ➤ Execute the project        |
| ➤ Assign constraints                     | ➤ Report performance         |



## Course Topics

### ☰ Data, Navigating, and Layouts

- Describe enterprise and project-specific data
- Log in
- Open an existing project
- Navigate in the Home window and Activities window
- Open an existing layout
- Customize a layout
- Save a layout

### ☰ Enterprise Project Structure

- Describe the components that comprise the Enterprise Project Structure
- View the EPS

### ☰ Creating a Project

- Create a project
- Navigate in the Projects window
- View and modify information in Project Details

### ☰ Creating a Work Breakdown Structure

- Define a Work Breakdown Structure
- Create multiple levels of a WBS hierarchy

### ☰ Adding Activities

- Describe an activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

### ☰ Creating Relationships

- View a network logic diagram
- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in Activity Details

### ☰ Scheduling

- Perform a forward and backward pass Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report

### ☰ 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

### ☰ 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 document to an activity or WBS

### ☰ Formatting Schedule Data

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

### ☰ Roles and Resources

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, nonlabor and material resources
- View the resource dictionary

### ☰ Assigning Roles

- Assign roles to an activity
- Assign rates on roles

### ☰ Assigning Resources and Costs

- Assign resources by role
- Assign labor, nonlabor, and material resources to activities
- Adjust Budgeted Units/Time for a resource
- Assign expenses to activities

### ☰ Analyzing Resources

- Display the Resource Usage Profile
- Format a profile
- Format the timescale

### ☰ Optimizing the Project Plan

- Analyze schedule dates
- Shorten a project schedule
- Analyze resource availability
- Remove resource overallocation
- Analyze project costs

### ☰ Baselining the Project Plan

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



**Project Execution and Control**

- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project

**Project Web Site**

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

**Reporting Performance**

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

**Suggested Next Courses:**

- P106-P Advanced Project Management in Primavera P6
- P106-A Administration in Primavera P6 and P6 Web Access
- P106-R Resource Management in Primavera P6



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