

ORACLE PRIMAVERA EDUCATION SERIES

Course Title:	P108 Migrating from P3 to Primavera P6
Course Level:	<i>Advanced</i>
Course Duration:	<i>2 Days</i>
Course Audience:	<i>Program and Project Managers, Planners and Schedulers Business Analysts, End Users, Functional Implementer</i>
Prerequisite(s):	<i>Knowledge of P3 Primavera Project Planner</i>

Professional Development and Continuing Education Units: Earns 13 PDUs and 1.2 CEUs
PMI Program Number: 108

Course Summary

This course is designed for users who are already familiar with Primavera P3 Project Planner and need to develop a similar familiarity with Primavera P6. Delegates will be taken through a series of practical workshops highlighting the differences between the two products and demonstrating the additional functionality in Primavera P6.

Numerous charts list how P3 fields and functionality map to Primavera P6, enabling users to leverage their existing knowledge of P3 and rapidly adapt to new features in P6. The course begins with navigation, menus, and terminology in P6, and introduces new ways to view layouts and run reports. The course also details how basic tasks in the project management life cycle are executed in P6, including how to create activities, assign and analyze resources, and update the project plan. An appendix at the back of the manual covers how to convert projects from P3 to P6. ***(Please note that this course is designed for existing users of P3. Those who wish to learn Primavera P6, but are not P3 users, should register for course P102 Project Management in Primavera P6.)***

Learn to:

- Assign labor, nonlabor, and material resources to activities
- Use weighted steps to calculate Percent Complete
- Use Progress Spotlight
- Auto compute an activity
- Create a resource report with the Report wizard
- Publish activity layouts as HTML pages



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Course Objectives:

- ≡ Identify the similarities and differences between P3 and Primavera P6 terminology
- ≡ Create a project
- ≡ Define and review activity information in Activity Details
- ≡ Identify new date fields in Primavera
- ≡ Format Schedule Data
- ≡ Identify the differences between labor, nonlabor and material resources
- ≡ Assign Roles
- ≡ Assign Resources and Costs
- ≡ Analyze Resources
- ≡ Calculate Percent Complete
- ≡ Baseline Project Plan
- ≡ Manage Auto Compute Actuals
- ≡ Run Reports

Course Topics

≡ Introduction to Primavera

- Describe Primavera solutions
- Describe P6
- Explain the difference between enterprise and project-specific data

≡ Navigating in Primavera

- Log in
- Open an existing project
- Navigate in the Home window and Activities window
- Open an existing layout
- Customize a layout
- Save a layout
- Identify types of layouts

≡ Menus and Terminology

- Identify the location of P3 commands in Primavera
- Identify the similarities and differences between P3 and Primavera terminology

≡ Building Projects

- View and describe the Enterprise Project Structure
- Define the Work Breakdown Structure
- Create a project
- Navigate in the Projects window
- View and modify information in Project Details

≡ Activities

- Define and review activity information in Activity
- Describe activity types

≡ Dates in Primavera

- Identify Primavera date fields that are similar to those in P3
- Identify new date fields in Primavera
- Review constraint dates
- Review actual dates

≡ Formatting Schedule Data

- Group activities according to a specific criteria
- Sort activities
- Apply a filter
- Create a filter
- Modify bars in the Gantt Chart

≡ 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*

Duration Types

- *Determine which Duration Type works best in a given situation*
- *Assign a Duration Type to an activity*

Calculating Percent Complete

- *Describe 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*

Baselining the Project Plan

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

Updating a Project

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

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*

Printing Layouts

- *Customize the appearance of headers and footers*
- *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 report using the current layout*

Tips and Tricks

- *Use Undo to reverse actions in a project*
- *Use fill down to copy data in cells*
- *Establish user-defined fields*
- *Define global change parameters*
- *Run a global change*

Suggested Next Courses:

-  P106-P Advanced Project Management in Primavera P6
-  P101 Project Management in Primavera P6 Web Access



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