

## Primavera P6 Professional QuickStart Program

Learning Primavera P6 on your own can be a pretty difficult task. Add the demands of projects and other work/family obligations, finding three days to take the traditional Primavera P6 training class can be even more difficult. That is why we came up with our Primavera P6 quick start training program.

The program is broken up into two primary components; a one(1) day training class, and a thirty(30) access pass to our online Primavera P6 Learning site. The one-day training program, though not as comprehensive as our three-day session, will enable users to quickly unlock the power of Primavera P6. The P6 Learning Site consists of P6 training videos, P6 simulations, reference downloads and discussion threads that allow you to interact with one of our P6 experts.

Whether you are new to Primavera P6 or are transitioning from Microsoft Project, Primavera P3 or SureTrak, this quick start training Program will allow you to ramp-up rapidly on the software.

*The details of the quick start training program are as follows:*

**Course Price:** \$799 USD

**Course level:** Basic and transitional

**Targeted roles:** Program managers, project managers, planners/schedulers, US Army Corp contractors or any other contractor required to submit Primavera schedules.

**Course length:** 1 day

**Prerequisite:** Fundamental project management training, knowledge of P3, SureTrak or MS Project is ideal.

### 1 - Starting P6 and Navigation

The Projects Window

Navigate in the Activities window

Print Preview and Printing

### 2 - Creating a New Project

Creating a blank project

Setting up the project details

### 3 - Defining Calendars

Accessing global and project calendars

Creating a new project calendar

Assigning the project calendar

### 4 - Creating a Work Breakdown Structure

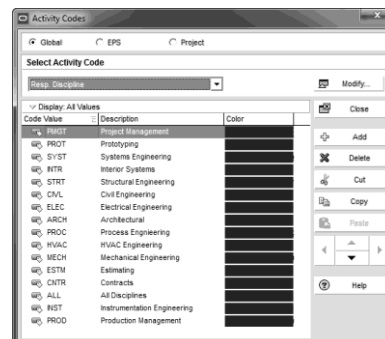
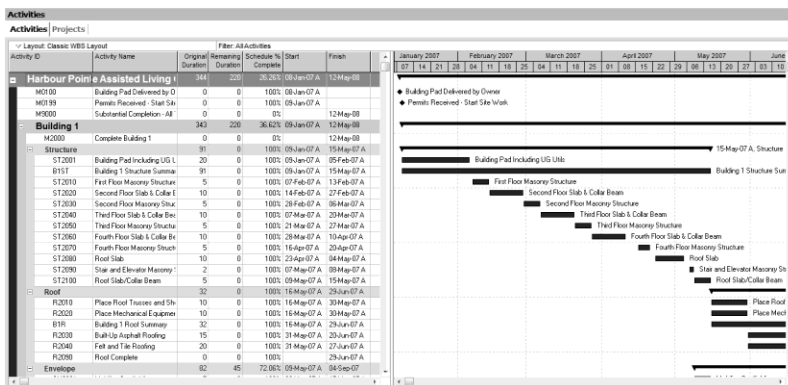
Define a Work Breakdown Structure

Create multiple levels of a WBS hierarchy

### 5 - Organizing Project Data Using Activity Codes

Creating activity codes

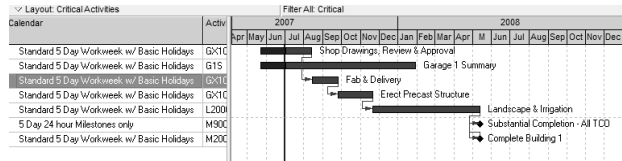
Defining activity code values



Assigning activity code values to an activity

## 6 - Adding Activities

Describe activity types and their components  
Add activities

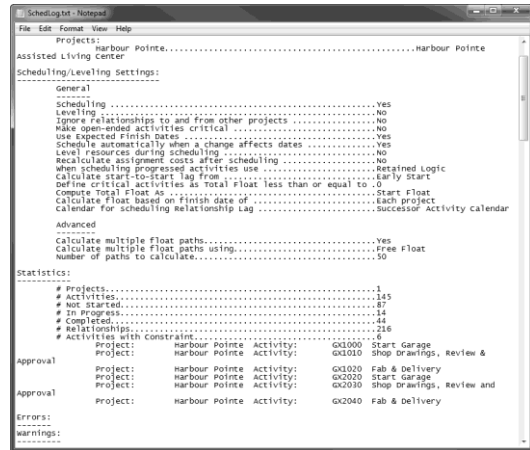


## 7 - Formatting the Display

Formatting columns  
Adjusting the timescale

## 8 - Creating Relationships

Differentiate between the four relationship types  
Creating/deleting relationships  
Chain linking activities



## 9 - Scheduling

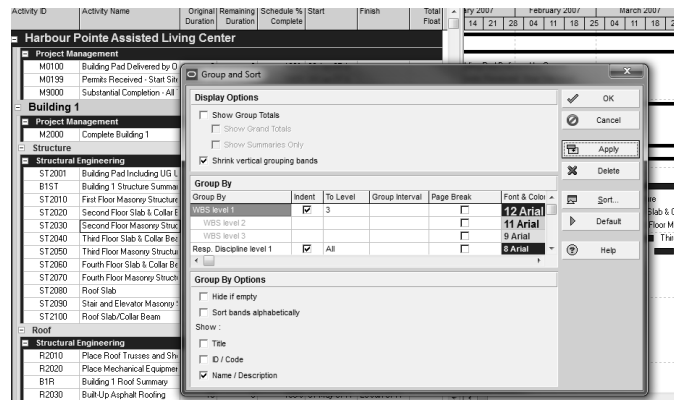
Perform a forward and backward pass  
Calculating a schedule  
Analyze the scheduling log report

## 10 - Assigning Constraints

Review the available constraint types  
Apply an overall deadline to a project  
Apply a constraint to an individual activity

## 11 - Grouping, Sorting and Filtering

Grouping activities by common data elements  
Sorting activities using multiple sort criteria  
Applying a filter



## 13 - Setting the Project Baseline

Creating a baseline  
Assigning a baseline for analysis

## 14 - Tracking Project Progress

Use Progress Spotlight  
Status activities  
Re-schedule the project

