

## Course Description

Learn the fundamental project management skills of how to create, schedule, resource load and execute projects in Primavera P6 Professional from start to finish. eCPM102 is an online, self-paced course of interactive modules, videos, quizzes and exercises.

The lesson modules are more than videos, they are an interactive software simulation of P6. The 15 detailed lessons will guide you through which buttons and menu items to use. You will also be directed to type and enter information during the lessons. For extra practice, each lesson has optional exercises for you to create a comprehensive case study project on your own installation of P6.

A demonstration can be found here:

<https://www.p6consulting.ca/training-courses/ecpm-102/demo/>

## Course Details

- 90 day subscription with 24/7 access.
- 15 sequenced interactive modules.
- 15 quizzes.
- Certificate of Completion.
- 15 optional exercises – must be completed on your own installation of Primavera® P6 Professional (Windows) Client.
- Structured outline and intuitive interface with easy navigation to work through the course at your own pace. Start or stop anytime. You can go back to review lessons you have already completed.
- Instructions on how to install the 30 day trial of Oracle Primavera P6 Professional (Windows) Client.
- Earn 10 professional development units (PDU) toward PMI project management certification.

### eCPM102 eLearning



✓ Self-paced ✓ Available online 24/7

## Course Prerequisites

The technical requirements to take our eLearning courses are basic and require little to no cost to implement. The following is a summary of the major requirements:

- A PC or Apple computer or tablet to view the lessons.
- If you want to work on the optional exercises, you will have to install Primavera P6 on a PC computer. Primavera is not compatible with Apple computers.
- An internet connection.
- A Web Browser.
- Optional: If you want to listen to the audio narration in the modules, then you'll need a sound card with speakers or a headset.

## ◆ Course Outline ◆

## ◆ Lesson 1 ◆ Navigating in P6 Professional ◆

This lesson introduces the Primavera P6 interface and navigational methods. You will learn how to log in to P6, open a project, view the Projects and Activities Windows, and use the Directory bar to navigate in P6. Finally, you will learn how to open and close a project.

- Open and login to Primavera P6.
- Open an existing project and view the project in the Projects and Activities Windows.
- Navigate the P6 interface using the Directory Bar.
- Open a project.
- Close a project.

## ◆ Lesson 2 ◆ Creating a Project ◆

This lesson explains the Enterprise Project Structure and how it is used to organize projects in the Primavera P6 database. You will learn how to create a new project using the New Project Wizard. You will also learn how to navigate the Projects Window and explore the Project Details tabs.

- Describe the Enterprise Project Structure (EPS) and how it is used in Primavera P6.
- Create a new project using the New Project Wizard.
- Explore the Projects Window and customize project level data using the Project Details tabs.

## ◆ Lesson 3 ◆ Creating a Work Breakdown Structure (WBS) ◆

This lesson explains the Work Breakdown Structure (WBS) and how it is used to structure a project. You will learn how to create a Work Breakdown Structure in the WBS Window to establish a hierarchical framework of the project's phases.

- Describe a Work Breakdown Structure, parent and child nodes. How it is used to create the structure of the project's phases.
- Create a Work Breakdown Structure using parent and child nodes in the WBS Window.
- Learn best practices when creating a WBS

## ◆ Lesson 4 ◆ Creating and Assigning Calendars ◆

This lesson introduces the concept of calendars for scheduling activities and resources. You will explore the three calendar types – Global, Resource and Project. You will learn how to create new calendars and how to change the assigned default calendar to the project.

- Describe the calendar types and worktime types.
- Create a new calendar using best practices, detailing the number of work hours/day, and changing the worktime types.
- Assign the Project Default Calendar

## ◆ Lesson 5 ◆ Adding Activities ◆

This lesson explains how activities are used in projects and describes the activity types in Primavera P6. You will learn how to add activities to a project and change the activity type and duration.

- Describe the concept of activities and the different activity types in P6.
- Add activities to a project.
- Edit activity details in the Activity Table or Activity Details tabs.

## ◆ Lesson 6 ◆ Creating Relationships ◆

This lesson explains how to use relationships to create a logical sequence of activities. You will learn how to create a schedule using the Precedence Diagramming Method (PDM) with predecessors and successors. You will add relationships in the Activities Window.

- Describe the relationship types and how each type affects Predecessor and Successor activities using the Precedence Diagramming Method.
- Add relationships to activities in the Activities Window or Relationships tab.
- Assign Lag to specify a delay between activities.

## ◆ Lesson 7 ◆ Calculating the Schedule ◆

This lesson introduces the concept of Critical Path Method Scheduling. You will learn about the Data Date and how to calculate the schedule using the Forward Pass, Backward Pass and Total Float. You will also learn how to schedule the project using the Scheduling tool in P6. Finally, you will review the schedule report in the Schedule Log.

- Understanding the concepts of CPM Scheduling and describe scheduling terms.
- Calculate a project schedule using the Forward and Backward Pass.
- Schedule a project in P6 using the Scheduling tool.
- Review a project schedule using the Schedule Log.

## ◆ Lesson 8 ◆ Assigning Constraints ◆

This lesson explains how Constraints are used in scheduling to reflect real-life date restrictions. You will learn the difference between Activity and Project Constraints and the types of constraints in P6. You will apply a Must Finish By Constraint to a project and apply an activity constraint within a project.

- Understand Project and Activity Constraints and best practices for applying constraints.
- Apply Project and Activity Constraints to a project.
- Add Notebook Topics to record constraint details for other users as a best practice.

## ◆ Lesson 9 ◆

## ◆ Activity Codes ◆

This lesson introduces Activity Codes to help you categorize activities to organize your project. You will be able to define Global, EPS and Project Activity Codes. You will learn how to create Activity Codes and assign codes to activities.

- Describe the difference between Global, EPS, and Project Activity Codes.
- Create Activity Code Categories and Activity Code Values.
- Assign Activity Code Values to a single activity or multiple activities at once.

## ◆ Lesson 10 ◆

## ◆ Formatting Activity Layouts ◆

This lesson explains how to customize layouts in the Activities Window. You will be familiar with the Gantt Chart, Activity Table, and Details Tabs. You will Learn how to customize the Activity Table Columns, Group & Sort, Filter tools and specify the Activity Details Tabs.

- Explore the Activity Window in-depth, including the Gantt Chart, Activity Table, and Detail Tabs.
- Use the View Menu to quickly find tools for customizing and saving layouts.
- Change or reorder columns in the Activity Table.
- Use the Group & Sort By and Filter tools.

## ◆ Lesson 11 ◆

## ◆ Assigning Resources and Costs ◆

This lesson introduces the Resource Window to help you organize, create, and customize resources. You will define the three categories of resources – Labor, Nonlabor and Material. You will learn how to add new resources and customize details using the Resource Window tabs. You will also learn how to assign expenses directly to activities.

- Define resource types and view resources in the Resource Window.
- Create a new resource and customize resources in the Details tabs.
- Understand the difference between resources and expenses.
- Add an expense to an activity as an additional non-resource cost.

## ◆ Lesson 12 ◆

## ◆ Backing Up and Optimizing the Project Plan ◆

This lesson explains best practices for optimizing the project plan after creating the project schedule. You will learn how to create a copy of the project plan and export the project by creating an XER file. You will also learn how to analyze a project and use the Resource Usage Profile to assess resource over-allocation. Once you know where the resource over-allocation is occurring, you will correct the issue using a number of methods.

- Create a copy of the project.
- Export the project as an XER file.
- Learn best practices for optimizing the project schedule if it beyond the Must Finish By Date.
- Analyze the Resource Usage Profile to determine resource over-allocation and use methods to remove the over-allocation.

## ◆ Lesson 13 ◆ Creating a Baseline Project ◆

This lesson introduces the concept of a baseline project. You will learn how to create a baseline and assign a baseline to be viewed on the Gantt Chart using the Bars Dialog Box. You will also learn how to customize the bar styles to view the baseline on the Gantt Chart.

- Understand the importance of using baselines in a project.
- Create a baseline of the project and assign it to the project.
- View a baseline on a Gantt Chart.

## ◆ Lesson 14 ◆ Updating Statuses in P6 ◆

This lesson explains the processes of updating activity statuses. You will learn how to update statuses at different stages of an activity and compare the status against the project baseline. You will learn about the Percent Complete Types in P6 and how they are used to calculate the percentage of actual work completed on an activity.

- Describe the best practices for statusing a project in P6.
- Define the Percent Complete Types – Duration, Unit and Physical Percent Complete.
- Describe the process of statusing an activity.
- Use the Progress Spotlight tool to help you identify the status period.
- Re-schedule the project and move the Data Date after updating activities in a period of time.

## ◆ Lesson 15 ◆ Reporting Project Performance ◆

This lesson introduces the methods of reporting project statuses in P6. You will learn how to print an activity layout and customize the page setup. You will also learn how to run an existing report and use the Report Wizard to modify a report in the Reports Window.

- Customize a page layout to print an activity table and Gantt Chart as a report.
- Use the Reports Window to run an existing report.
- Use the Report Wizard to create a new report or modify an existing report.

◆ **Start learning to schedule your project in P6 now.** ◆

◆ <https://www.p6consulting.ca/training-courses/ecpm-102/> ◆