

Oracle Primavera V6.2.1 – Overview Programme Reference # 201A

Programme Description:

Dedicated 2 full days training module in a structured and professional manner to provide an overview on most popular Planning Software; Oracle Primavera (V6.2.1).

Required Pre-requisites:

Basic Project Management knowledge`
Basic understanding of Project Controls/Planning concepts

Programme Structure:

Day 1 - Session 1:

- Introduction to Planning
 - Required Background Knowledge
 - Purpose of Planning
 - Project Planning Metrics
 - Planning Cycle & Levels of Planning
 - Monitoring and Controlling a Project
- Creating a Project Plan
 - Understanding Planning and Scheduling Software
 - Enterprise Project Management
 - Understanding Your Project
 - Level 1 – Overview on Planning without Resources
 - Creating Projects
 - Defining the Calendars
 - Defining the Project Breakdown Structures
 - Adding Activities & Logic Links
 - Constraints & Contingent Time
 - Scheduling the Project
 - Formatting the Display – Layouts and Filters
 - Printing and Reports
 - Issuing the Plan
 - Level 2 – Overview on Monitoring Progress without Resources
 - Setting the Baseline
 - Tracking Progress
 - Corrective Action
 - Level 3 – Scheduling with Resources, Roles and Budgets
 - Estimating or Planning for Control

- The Balance Between the Number of Activities and Resources
- Creating and Using Resources
- Creating and Using Roles
- The Relationship Between Resources and Roles
- Activity Type and Duration Type
- Budgets
- Resource Usage Profiles and Tables
- Resource Optimization
- Level 4 – Monitoring and Controlling a Resourced Schedule
 - Monitoring Projects with Resources
 - Controlling a Project with Resources
- Starting up & Navigation
 - Opening One or More Projects
 - User Preferences – Time Units P6 Version 7
 - User Preferences – Time Units P6.2 and Earlier
 - User Preferences – Date
 - Application of Options within Forms
 - Terminology Differences between Industry Versions

Day 1 - Session 2:

- Creating a new Project
 - File Types
 - Creating & Setting a Blank/New Project
 - Project Architect Wizard and Methodology Manager
 - Importing a Project
 - Project Dates
 - Additional Project and EPS Information - Notebook Topics
- Defining Calendars
 - Accessing Global and Project Calendars
 - Assigning the Project Default Project Calendar
 - Creating a New Calendar
 - Moving a Project Calendar to Global
 - Copy a Calendar from One Project to Another
 - Renaming & Deleting a Calendar
 - Resource Calendars
 - Editing the Calendar Working Days of an Existing Calendar
 - Adjusting Working Hours
 - Inherit Holidays and Exceptions from a Global Calendar
 - Summary Durations - Primavera 6.2 and Earlier
 - Summary Durations - Primavera P6 Version 7
 - Tips for Mixed Calendar Schedules
- Creating a Primavera WBS

- Opening and Navigating the WBS Window
- Creating and Deleting a WBS Node
- WBS Node Separator
- Work Breakdown Structure Lower Pane Details
- WBS Categories
- Why a Primavera WBS is Important
- Workshop - Creating the Work Breakdown Structure

- New Activity definition
 - Duration & Percent Complete Type
 - Activity Types and Milestones
 - Cost Account
 - Calendar
 - Auto-numbering Defaults & Adding New Activities
 - Default Activity Duration
 - Copying Activities from other Programs
 - Elapsed Durations
 - Finding the Bars in the Gantt Chart
 - Activity Information – Bottom Layout
 - Assigning Calendars to Activities
 - Assigning Activities to a WBS Node
 - Reordering or Sorting Activities
 - Summarizing Activities Using WBS

- Display Formatting
 - Formatting the Project Window
 - Understanding Forms
 - Formatting Columns, Bars & Rows
 - Progress Line Display on the Gantt Chart
 - Format Fonts and Font Colors
 - Format Timescale
 - Inserting Attachments - Text Boxes and Curtain

- Adding Relationships
 - Understanding Relationships
 - Understanding Lags and Leads
 - Formatting the Relationships
 - Adding and Removing Relationships
 - Using the Command Toolbar Buttons to Assign Relationships
 - Dissolving Activities
 - Circular Relationships
 - Scheduling the Project
 - Critical Activities Definition
 - Workshop - Adding the Relationships

Day 1 - Session 3:

- Activity Network view
 - Viewing a Project Using the Activity Network View
 - Adding, Deleting and Dissolving Activities in the Activity Network View
 - Adding, Editing and Deleting Relationships
 - Formatting the Activity Boxes
 - Reorganizing the Activity Network
 - Saving and Opening Activity network Positions
 - Early Date, Late Date and Float Calculations
 - Workshop - Scheduling Calculations and Activity Network View
- Constraints
 - Number of Constraints per Activity
 - Setting a Primary & Secondary
 - Expected Finish Constraint
 - Expected Finish Date
 - Project Must Finish By Date
- Group, Sort & Layouts
 - Group and Sort Activities
 - Understanding Layouts
 - Copying a Layout To and From Another Database
 - Workshop - Organizing Your Data
- Understanding Filters
 - Applying a Filter
 - Creating a New Filter
 - Modifying a Filter
- Tracking Progress & Scheduling
 - Understanding Date Fields
 - Setting the Baseline
 - Practical Methods of Recording Progress
 - Understanding the Concepts
 - Updating the Schedule
 - Progress Spotlight and Update Progress
 - Scheduling the Project
 - Comparing Progress with Baseline
 - Progress Line Display on the Gantt Chart
 - Corrective Action
 - Workshop - Progressing and Baseline Comparison
- Users and Admin Preferences
 - User Preferences & Admin Menu

- Miscellaneous Defaults
- Admin Preferences
- Scheduling Options
- Admin Categories

Day 2 - Session 1:

- Creating roles & resources
 - Understanding Resources
 - Creating Roles
 - Creating Resources and the Resources Window
 - Editing Resource Calendars
 - Workshop - Adding Roles and Resources to the Database
- Assigning Resources & Expenses
 - Understanding Resource Calculations and Terminology
 - Project Window Resource Preferences
 - User Preferences Applicable to Assigning Resources
 - Activity Window Resource Preferences and Defaults
 - Assigning and Removing Roles
 - Assigning and Removing Resources
 - Expenses
 - Suggested Setup for Creating a Resourced Schedule
 - Workshop - Assigning Resources and Expenses to Activities

Day 2 - Session 2:

- Resource Optimization
 - Reviewing Resource Loading
 - Methods of Resolving Resource Peaks and Conflicts
 - Resource Levelling
 - Resource Levelling Function
 - Levelling Examples
 - Resource Shifts
 - Guidelines for Levelling
 - What to Look For if Resources Are Not Levelling
 - Resource Curves
 - Editing the Resource Usage Spreadsheet – Bucket Planning
 - Workshop - Resources Optimization
- Updating a Resourced Schedule
 - Understanding Budget Values and Baseline Projects
 - Understanding the Current Data Date
 - Information Required to Update a Resourced Schedule
 - Project Window Defaults for Updating a Resourced Schedule

- Activity Window - Percent Complete Types
- Using Steps to Calculate Activity Percent Complete
- Updating the Schedule
- Updating Resources & Expenses
- Store Period Performance
- Workshop - Updating a Resourced Schedule

- Other methods of organizing the Project Data
 - Activity Codes (Enterprise & Project)
 - User Defined Fields
 - Project Phase or WBS Category
 - Resource Codes
 - Cost Accounts
 - Owner Activity Attribute
 - EPS Level Activity Codes

Day 2 - Session 3:

- Global Change
 - Introducing Global Change
 - The Basic Concepts of Global Change
 - Specifying the Change Statements
 - Examples of Simple Global Changes
 - Selecting the Activities for the Global Change
 - Temporary Values
 - Global Change Functions
 - More Advanced Examples of Global Change

- Managing the Enterprise Environment
 - Multiple User Data Display Issues
 - Enterprise Project Structure (EPS)
 - Portfolios
 - Activity & Project Codes
 - Organizational Breakdown Structure – OBS
 - Users, Security Profiles and Organizational Breakdown Structure
 - Filtering, Grouping and Sorting Projects in the Projects Window
 - Project Durations in the Project Window
 - Why Are Some Data Fields Gray and Cannot Be Edited?
 - Summarizing Projects
 - Job Services
 - Tracking Window

- Multiple Project Scheduling
 - Multiple Projects in One Primavera Project
 - Multiple Primavera Projects Representing One Project
 - Setting Up Primavera Projects as Sub-projects

- Refresh Data
- Who Has the Project Open?
- Setting Baselines for Multiple Projects

- Utilities
 - Reflection Projects
 - Advanced Scheduling Options
 - Audit Trail Columns
 - Excel Import and Export Tool
 - Project Import and Export
 - Check In and Check Out

- V7 features overview

Day 2 - Session 4:

Interactive discussions and Q&A

This training course is customised for:

- Project Engineers
- Project Development Engineers
- Operation Engineers
- Cost Estimators & Engineers
- Planning Engineers
- Project Controls Engineers
- Planners & Schedulers
- Commercial Managers
- Quantity Surveyors
- Project Support Managers
- Proposal Manager
- Tendering Managers

This course is purely for Engineering, Procurement and Construction Projects in the following sectors, but not limited to:

- Oil and gas
- Petrochemical
- Infrastructure
- Power Plants
- Turnkey and Pipeline Projects

Programme format:

This programme will be delivered in an interactive and practical, tutorial style format. Theory will be supported and illustrated through a combination of real-world examples. This training is prepared & conducted by *Project Controls*

Professional and hence the approach is practical with focus on day today issues faced by practitioners.

About Trainer:

Anil Godhawale; Anil is Director of ProjCon Consultants and Founder of ProjectControlsOnline.com. Anil is BEng (Mechanical) & MBA (Finance) by qualification and has over 15 years of international field and home office experience in Project Planning & Scheduling, Cost Engineering, EVA, Risk and Delay Claims Analysis with project values ranging from \$10M to \$1.5B. Anil has a strong Project Controls background & has worked in all phases of projects in various sectors that includes Petroleum & Chemicals, LNG regasification & liquefaction facilities, CCU's (Carbon Capture Units), Power Projects and Pipelines.

Anil is also very active with industry professional associations as fellow at ACostE, UK and member of ACEI, USA and APM SIG (Special Interest Group) for Planning. Anil is a contributor to CIOB's (UK) guidelines for accreditation in Time Management and APM Planning Guide. Anil also holds distinguished Project Controls Certifications CCE & PSP from ACEI, USA and is a registered member (IEng) of Engineering Council UK. Find out more about Anil and his contribution to industry by visiting www.linkedin.com/in/godhawale