



# ADMINISTRATION IN PRIMAVERA P6

Reference No: IEM12/PP/053/C  
Duration: 2 day(s)

PDU: 19.5  
CEU: 19.5  
CCD: 20.0  
CPD : 19.5

## Course Overview

- Creating Calendars
- Defining Project Codes
- Defining Activity Codes
- Defining Resource Codes
- Managing User Access
- Summarizing Data and Job Services
- Defining Financial Periods
- Defining Cost Accounts
- Managing Web Administration

## Target Audience

- Managers
- Project Controller
- P6 Administrator
- End User
- Functional Implementer

## Course Objective

Learn to use Primavera P6 to complete a wide variety of administrative functions, including how to create users who will access the application and assign their security privileges. You also will learn how to create enterprise data, such as project codes, cost accounts, and financial periods.

## Suggested Prerequisites

- Required Prerequisites**  
Basic project management knowledge
- Suggested Prerequisites**  
Project Management in Primavera P6

## Course Topics

- Creating Calendars**
  - Calendar Type
  - Working Types
  - Calendar Coding
  - Global Calendar
  - Adding a Project Calendar
- Defining Project Codes**
  - Secure Codes
  - Weighted Project Codes
- Defining Resource Code**
  - Creating Resource Code
- Defining Activity Codes**
  - Global Activity Code
  - EPS Level Activity Code
  - Project Level Activity Code
  - Assigning Activity Code Values
- User Access**
  - Process for establishing Security
  - Project Access and User Security
  - Organizational Breakdown Structure
  - Viewing OBS
  - Creating OBS
  - Responsible Managers Assignment
  - Security Profile
  - Creating User
  - Reviewing Users and Security
- Summarizing Project Data & Running Job Services**
  - Summarizer Overview
  - Manual Summarization
  - Job Services
- User-Defined Fields and Global Change**
  - User Defined Field Overview
  - Creating User-Defined Field
  - Global Change
  - Creating a New Global Change
  - If..Then.. Else Logic
- Financial Periods**
  - Past Period Actuals
  - Storing Past Period Information
  - Defining Cost Accounts
  - Cost Accounts
  - Assigning Cost Accounts
- Methodology**
  - Workbook manual
  - Workshops
  - Discussions



The Project Management Specialist

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