ORACLE APPROVED EDUCATION CENTER

PROJECT MANAGEMENT IN PRIMAVERA (Basic)

Reference No: IEM12/PP/053/C
Duration: 3 day(s)

PDUs: 19.5
CEUs: 19.5
CCDs: 20.0
CPD : 19.5

Course Summary

This course provides hands-on training for Primavera's client/server based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding actvities, assigning resources, and creating a baseline. Pariticipants also gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

Course Objective

- Manage multiple projects
- Create a project
- Create a Work Breakdown Structure
- Add activities
- Maintain the project documents library
- Create relationships
- Schedule the project
- Assign constraints

Course Exam

* 1 hour examination upon course completion
* A 'Certificate of Competence' issued to all successful
  candidates

Learning Outcome

☑ Creating a Project

☑ Add activities

☑ Schedule a project

☑ Assign resources

☑ Adjust project schedule

Target Audience

Business Analysts
Project Managers
Work pack Team
Functional Implementer
Project Controller
Project Engineer
Planner & Scheduler

Suggested Prerequisities

Knowledge of Project Management Principles

Course Topics

Data, Navigating, and Layouts
Enterprise Project Structure
Creating a Project
Creating a Work Breakdown Structure
Adding Activities
Creating Relationships
Scheduling
Assigning Constraints
Maintaining the Project Document Library
Formatting Schedule Data
Roles and Resources
Assigning Roles
Assigning Resources and Costs
Analyzing Resources
Optimizing the Project Plan
Base lining the Project Plan
Project Execution and Control
Reporting Performance
Project Web Site

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Course Details

Data, Navigating, and Layouts
Describe enterprise and project-specific data
Log in
Open an existing project
Navigate in the Home window and Activities window
Open an existing layout
Customize a layout
Save a layout

Enterprise Project Structure
Describe the components that comprise the Enterprise Project
Structure
View the EPS

Creating a Project
Create a project
Navigate in the Projects window
View and modify information in Project Details

Creating a Work Breakdown Structure
Define a Work Breakdown Structure
Create multiple levels of a WBS hierarchy

Adding Activities
Describe an activity and its components
Describe activity types
Add activities
Add a Notebook topic to an activity
Add steps to an activity
Assign activity codes to activities

Creating Relationships
View a network logic diagram
Differentiate between the four relationship types
Create relationships in the Activity Network
Create relationships in Activity Details

Scheduling
Perform a forward and backward pass
Describe float and its impact on a schedule
Identify loops and open ends
Calculate a schedule
Analyze the scheduling log report

Assigning Constraints
Apply an overall deadline to a project
Apply a constraint to an individual activity
Add notebook topics to constrained activities
Describe the available constraint types

Maintaining the Project Documents Library
Describe the difference between a work product and a reference
document
Create a document record
Link the document record to a project document or work
product
Assign the project document to

Formatting Schedule Data
Group activities according to a specific criteria
Sort activities
Apply a filter
Create a filter

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

Optimizing the Project Plan
Analyze schedule dates
Shorten a project schedule
Analyze resource availability
-Remove resource over allocation
Analyze project costs

Base lining the Project Plan
Create a baseline plan
Display baseline bars on the Gantt Chart
Modify the bars on the Gantt Chart

Project Execution and Control
Describe several methods for updating the project schedule
Use Progress Spotlight
Status activities
Reschedule the project

Reporting Performance
Describe reporting methods
Run a schedule report
Create a resource report with the Report wizard
Create a time distributed report
Create a report using the current layout

Project Web Site
Create and launch a project Web site
Customize the appearance of a project Web site
Publish activity layouts as HTML page