P6 Release 8.2 Syllabus

Total Duration: 40 Hrs.
Syllabus:

Session	Description
1	**General** **Project Management Life Cycle** 1. Introduction about Project and its management. 2. About Project Management Information System and Life Cycle. 3. Process Groups. **Primavera** 1. About Primavera 2. P6 EPPM Suite. 3. GUI of P6 Release 8.2 web and client. **Initiating Process Group** **Data Structure of Primavera** 1. About Organizational Breakdown Structure 2. Procedure to Create an OBS 3. About Enterprise Project Structure 4. Procedure to create EPS **Preferences** 1. Importance of Administer tab in web. 2. About user preference in client. **Planning Process Group** **Projects** 1. About Projects. 2. Creation of Project in web & client.

	Calendar 1. Introduction to Calendar 2. Types of Calendars 3. Creating global calendars both web & client. 4. Editing the standard work weeks & its time. 5. Create Exception. 6. Creating Project calendars both web & client. 7. Creating Resource calendars both web & client. 8. Conversions in calendars. 9. Working with timescale in Gantt chart.
2	**Work Breakdown Structure** 1. Introduction to WBS 2. WBS Structure 3. Creation of WBS in both Web & Client. **Activities** 1. Introduction about an Activity 2. Assign Calendar to the Project in web. 3. Creating Activities in web. 4. Configuring General Tab 5. Delete an activity. 6. Various ways to create an Activity in client. **Relationship** 1. Introduction about Relationship 2. Types of Relationship 3. Adding Relationships to the Activities in various methods in both web & client. 4. Dissolve Activity 5. Apply Lead or Lag 6. Procedure to apply Lead or Lag 7. Views **Scheduling** 1. Introduction about Scheduling 2. About Critical Path Method 3. Procedure for Scheduling in both web & client. **Constraints**

	1. Introduction about Constraints 2. Constraints Categories 3. Types of Constraints 4. Procedure to apply constraints in both web & client. **Codes** 1. Introduction about Codes 2. Types of codes 3. About Project Code & creation of code in web& assign of codes in client. 4. About Activity Code & creation of code in web & client. 5. About Resource Code & creation of code in web& client. **Roles** 1. Introduction & creation of Roles 2. Assigning a Resource to a Role 3. Creation of Role Team 4. Procedure to create Roles in client. **Resources & Its Team** 1. Introduction about Resources 2. Types of Resources. 3. Define Resources in web 4. About Resource Team 5. Define Resources in various methods in client.
3	**Resource Plan** 1. About Planning, split Resources. **Assigning a Resource** 1. Assigning Resources to an Activity 2. Assign Resource to Multiple Activities 3. Assigning Resources by using Role **Resource Analysis & Leveling** 1. About Analysis 2. About Project Workspace 3. About Team Usage 4. About Resource Analysis

	5. Resource Leveling in both web & client **Baseline** 1. About Baseline 2. Creation & assigning a baseline in both web & client. **Budget** 1. Introduction about Budget 2. Assigning budget to various levels in both client & web. 3. About Spending and Benefit Plans **Execution Process Group** **About Notebook, Feedback, Cost Accounts, Expenses** 1. Procedure to create & assign notebook topics. 2. About feedback 3. Introduction & Procedure to create Steps in both Web & client 4. Introduction about Cost Account 5. Introduction about Expenses **Update** 1. Introduction about Update 2. Choose a Method for Updates in both Web & Client. **Documents** 1. Introduction about Documents 2. Creation of add a document without Content Repository in web 3. Procedure to add a document in client **User Defined Fields** 1. Introduction about User Defined Fields 2. Creation of various UDF in both web & client. 3. About Global Change
4	**Issues** 1. Creating Issues in activity & project in web. 2. About Issue codes & forms in web.

3. About Threshold & issue in Client.

Risk

1. About Risk Categories
2. Adding Risk to an activity in web.

Check in & Check out

1. About Check out & Check In in client.

Reflection

1. Introduction about Reflection
2. Procedure to create & merge reflection in client.
3. Compare the Project

Monitoring & Control Process Group
Tracking

1. Introduction & benefits about Tracking
2. About Earned Value Analysis
3. About Earned Value Fields in web & client.

Views

1. Introduction about Views
2. Creating various views in both web & client.
3. Procedure to create Filter in both web & client.

Publish Project Website

1. Procedure to create Publish website
2. About Time scaled Logic Diagram

Portfolio

1. Introduction about Portfolio
2. Benefits of Portfolio Management
3. Creating Portfolio in web
4. Portfolio Analysis in web
5. Various views in portfolio
6. Creating views in portfolio
7. Select Portfolio in client.

5	**Dashboards** 1. Introduction about Dashboards 2. Advantages & types of Dashboards 3. Create Dashboards in web **Closing Process Group** **Reports** 1. Introduction about Reports 2. Procedure to Take Reports in web. 3. Types of reports in client 4. Creation of Reports 5. Creation of Batch report **Import & Export** 1. Introduction about Import & Export 2. Procedure to create Import & Export. **Applications** **Progress Reporter** 1. Introduction about Progress Reporter 2. About Application settings. 3. About Approval levels 4. Configuring Resources to Use Timesheets 5. Create a user login for Timesheets 6. Creating Timesheets 7. Timesheet Views 8. Timesheet approval overview 9. Apply actuals 10. View in Gantt chart **Team Member** 1. Introduction to Team Member 2. Procedure to enter in Team Member 3. Analyze in P6 web.