



Course: P6 Professional: Schedule Planning Execution

Duration: 1 Day

Cost: £395

Course Delivery: Classroom / In-House

Who Should Attend: Business Analysts, Functional Implementers, Project Manager, Planners and Schedulers

Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Schedule Planning Execution follows on from the basic fundamentals 2 -day training for users of P6 Professional. In this one-day workshop, the delegates will learn how to create a baseline (target of the plan) and then assign it to the project, and display the baseline bars. Delegates will then learn how to apply actual progress to the plan and reschedule activities to status the plan with up-to-date information. Working in teams and led by a CIPD qualified trainer with 20yrs experience, the delegates will determine which is the most appropriate method for updating their project. In addition, the delegates will find out how to suspend and resume an activity, compare variances between the newly updated plan and the original baseline, manage documents and analyse the updated project. The course includes viewing existing reports, amending existing reports and creating new ones. Also included is producing printed output, saving html copies of plans, and Primavera Visualiser – a highly effective reporting tool provided within the Primavera P6 tool. Visualiser produces Time-scaled Logic diagrams, Gantt Charts and Project Comparison reports.

Throughout the workshop, the hands-on labs and exercises will enable delegates to reinforce their learning by updating realistic projects and also bespoke plans.

The focus of this workshop is to build on the skills learned in the Foundation workshop with an emphasis on baselining, updating progress, and reporting output in order to control projects with confidence. This course uses Primavera P6 Professional Windows-based client/server application. It is appropriate for those using Primavera P6 Professional either as a stand-alone application or as part of P6 EPPM.

Course Objectives

To enable each delegate to confidently create and apply baselines to projects, display the baseline bars in the Gantt chart, chose the most appropriate method of updating the plan, and then produce highly effective reports, printed output and explore the Primavera Visualiser reporting tool.

Course Topics

Baselines

- The Baseline Process and guidelines
- Create, assign and display baselines in the Gantt chart
- Modify baselines and Gantt chart text, additional text boxes (Gantt chart), display curtains and bar necking

Updating Progress

- The Update Process
- Various Methods of Applying Progress
- Using the Progress Spotlight
- Completed Activities
- In Progress Activities
- Suspending an Activity
- Applying a new Data Date

Analysing the Schedule

- Interrogate the Schedule Log
- Interrogate the Project Plan
- Check for Problem Areas

Reporting Performance

- Viewing Schedule Variance between the Updated Project and the Baseline
- Viewing the Reports Window and Running Existing Reports
- Using the Reports Wizard to Create New Reports
- Modify Existing Reports
- Time-Distributed Reports
- Creating Printed Output
- Primavera Visualiser Tool for Time Scaled Logic Diagrams, Gantt Charts and Project Comparison Reports

Managing Documents

- Using the Work Products and Documents Window
- Assigning WP's and Docs

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