



Course: P6 Professional: Schedule Planning Foundation

Duration: 2 Days

Cost: £775

Course Delivery: Classroom / In-House

Who Should Attend: Business Analysts, Functional Implementers, Project Managers, Planners, Schedulers, End Users

Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Schedule Planning Foundation is the recommended first of planning, scheduling and resource management workshops. The workshop begins with the explanation of the EPS (Enterprise Project Structure) ie – where your projects live due to organisation purposes, and access rights, and discusses the different data types within the P6 tool ie Global Data and Project Specific Data. Delegates get 'hands-on' to the software very quickly and this two-day course lays the foundations for new users. Working in teams and led by an experienced CIPD qualified P6 trainer with 20yrs of experience, the delegates will initially navigate around an existing P6 plan to gain insight into the functionality of the tool. They will then create a realistic schedule in P6 by creating a new project, building a Work Breakdown Structure – WBS (which are the deliverables) and adding activities to the schedule. Also, the delegates will gain an understanding of the values of using activity codes (MS Project doesn't have these) and how to create calendars and notebook topics, as well as using activity steps to break down activities in to a 'to do' list. After adding relationships (dependencies) to their plan, the next step would be to understand the CPM: Critical Path Method of scheduling, the importance of reviewing the schedule log to view results and detect errors in the plan, and how to assign both project and activity constraints, and manage multiple projects. The course also involves Optimising, or fixing any errors in the plan.

Throughout the initial generic workshops and exercises, the labs will then be tailored to each individual delegate's own industry, enabling them to create a bespoke P6 project plan related to their own specific working environment.

Course Objectives

Regardless of which industry you work in, these workshops will help you to understand the main functionality of Primavera P6 Professional, so that you can apply these concepts to your own organisational way of doing things. You'll also learn how to manage your projects on time and within budget to ensure the best outcomes from capital and resource investments. The course uses Primavera P6 Professional client/server application.

Course Topics

- Understand P6 structures and security
- Navigate in P6
- Understand project defaults
- Create a project
- Understand and creating a Work Breakdown Structures
- Different activity types
- Add activities to a schedule, including steps and activity codes
- Creating calendars
- Add a notebook topic
- Different relationship types and lags
- Schedule the plan, includes CPM scheduling, schedule log, loops, open-ends, multiple float paths
- Apply project and activity level constraints
- Create links to project related documents eg. contracts, scope documents, CAD designs
- Group, sort and filter
- Optimize the plan eg. Fix any problems like negative float
- Manage multiple projects

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