



Course: Primavera P6 Administrator

Duration: 1 Day

Cost: £395

Course Delivery: Classroom / In-House

Who Should Attend: Super Users, P6 Gurus

Prerequisite(s): Advanced P6 PPM Training, Advanced P6 EPPM Training, experience of using P6

Course Overview

The P6 Administrator Training course covers both PPM and EPPM products.

The 1 day session 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. You will also be taught about the OBS.

Delegates get 'hands-on' to administer the software very quickly. The session is 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 from an administration perspective.

Course Objectives

Regardless of which industry you work in, this course will help you to understand the main functionality of P6 from an Administrators perspective.

You will be able to apply these concepts to your own organisation, able to manage and support its way of doing things, using P6. You will or should be capable of providing end users with a basic level of support.

Course Topics

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| <ul style="list-style-type: none"> • Understanding P6 Data Structures (EPS, OBS) • Setting up New Users (Privileges, Access Rights, P6 Modules, Passwords) • Global Security Profiles (What Global Data can User Access) • Project Security Profiles (What Project Data can Users Access) • User Interface Views (What specifically do user see in P6 EPPM specific) • Enterprise Project Data (Coding, Calendars, Admin Preferences, Categories, Baseline Types etc) | <ul style="list-style-type: none"> • Creating Resources Data Table (General Resource Data, Price/unit, Resource Calendars, Default units/time) • Creating Roles Data Table (General Role Data, Price/unit, Role Proficiency, Max units) • Creating Global Layouts and Filters • Job Services (Summarising, Exporting, Scheduling) • Creating Dashboards • Creating Portfolios |
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