

“Primavera Project Planner” Training Program

(English Material)

Course Length: 16 Hours @ 4 days

Getting started with Primavera Planner through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning Primavera. This 16 hours course leads you through twelve hands-on workshops that create and track an entire project to completion, using the three basic elements of project management: schedule, resources, and costs.

The course will also enable you to take full advantage of driving resources, resource curves, resource profiles/tables and resource leveling. Learn production of different reports for status reporting. Participants will develop, update, and track schedules, resources and costs using a series of hands-on workshops.

Learning Outcomes:

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data in projects
- Determine resource allocation through leveling

Prerequisite: A working knowledge of Windows™

At the completion of this course the participant will be able to:

- Define the project and coding structures. Assign resources and costs to a project
- Add and organize activity data
- Create target schedule
- Develop a project network with precedence relationships
- Enter status data to update a schedule
- Perform schedule calculations
- Apply constraints to a schedule
- Produce project output and customize the project layout

- Analyze resource usage through resource profiles
- Define driving resources
- Create resource/cost curves
- Run resource/cost reports
- Level resources

Course Outline

Day One

- Fundamentals of Project Management
- Establishing the Project & Coding Structures
- Defining Calendars
- Adding and Organizing Activities

Day Two

- Creating a Work Breakdown Structure
- Relationships
- Scheduling
- Applying Constraints to a Schedule

Day Three

- Managing Resources & Costs
- Creating the Target Plan
- Updating the Current Schedule
- Organize Activities into Groups According to Resource

Day Four

- Define Driving Resources
- Assign Resource Lag and Duration to Activities
- Use Reports to Review Resource/Cost Allocation
- Customizing the Layout
- Status Reporting

Workshops:

- Creating the Activity Codes Dictionary
- Defining Calendars
- Adding Activities
- Adding Relationships
- Calculating a Schedule
- Applying Constraints
- Modifying the Activity Table
- Defining Resources and Cost Accounts
- Assigning Resources and Costs to Activities
- Shortening the Schedule
- Statusing Your Project
- Managing Resources