

CONTENTS

Lesson 1: Project Management Life Cycle

- Project Management Definitions
- Project Management Life Cycle
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Controlling Process Group
- Closing Process Group
- Lesson Review

Lesson 2: Understanding Data in P6

- P6 EPPM
- P6
- Team Member Interfaces
- Other Applications
- Enterprise Project Structure (EPS)
- EPS
- Sample EPS
- Benefits of the EPS
- Organizational Breakdown Structure (OBS)
- Sample OBS
- Enterprise Data and Project-Specific Data.
- Enterprise Data
- Project-Specific Data
- Lesson Review

Lesson 3: Overview and Navigation

- Navigating P6
- P6 Sections
- P6 Pages
- Overview: Overview and Navigation
- Logging In
- Using the P6 Title Bar and P6 Help
- Using the P6 Navigation Bar
- Opening a Project via the Dialog Box
- Opening a Project on the EPS Page
- Context Menu
- Overview: Navigating the Projects Section
- Projects Navigation Bar
- Viewing the Activities Page and Selecting an Activity View
- Activity Table

- Gantt Chart
- Activity Detail Windows
- WBS Detail Windows

Lesson Review

Lesson 4: Creating a Project

Project

Creating a Project

Overview: Creating a Project

- Creating a New Project

- Creating a Project from a Template

Overview: Editing Project Details

- General Detail Window

- Notebook Detail Window

Lesson Review

Lesson 5: Creating a Work Breakdown Structure

WBS

Overview: Creating a WBS

- Adding a Child WBS Element

- Specifying a WBS Code

- Adding a Sibling WBS Element

- Adding a WBS Using a Keyboard Shortcut

- Cutting and Pasting a WBS Element

Lesson Review

Lesson 6: Adding Activities

Activities

Activity Components

Activity Type

Start Milestone

Finish Milestone

Task Dependent

Resource Dependent

How Activity Type Affects Dates

Question

Level of Effort

WBS Summary

Activity Codes

Overview: Adding Activities

- Adding a Start Milestone

- Adding Activities

- Copying and Pasting Activities

- Deleting Activities

- Importing Spreadsheets to Add Activities

Overview: Editing Activity Details

- Using Steps
- Using Notebooks
- Using Activity Codes
- Adding Activity Code Values

Lesson Review

Lesson 7: Calendars

- Calendars
- Available Calendars
- Resource Calendars
- Work Time Types
- Calendars and Activity Types
- Overview: Viewing Calendars
 - Viewing Calendars
 - Viewing a Global Calendar
 - Editing a Project Calendar
 - Setting Exceptions
 - Setting Nonwork Exceptions
 - Assigning a Calendar to an Activity

Lesson Review

Lesson 8: Case Study 1 - Creating a Project

Lesson 9: Creating Relationships

- Network Logic Diagram
- Precedence Diagramming Method (PDM)
- Relationship Types
- Finish to Start (FS)
- Start to Start (SS)
- Finish to Finish (FF)
- Start to Finish (SF)
- Relationships with Lag
- Finish to Start with Lag
- Start to Start with Lag
- Question
- Overview: Creating Relationships
 - Creating Relationships
 - Creating Relationships with Lag

Lesson Review

Lesson 10: Scheduling

- Critical Path Method Scheduling
- Critical Path
- Data Date
- Forward Pass

- Backward Pass
- Total Float
- Types of Total Float
- Must Finish By Date
- Backward Pass with Required Finish
- Circular Relationships (Loops)
- Open Ends
- Questions
- Overview: Scheduling
 - Scheduling a Project
 - Using Schedule Check Report
 - Viewing the Scheduled Finish Date
- Lesson Review

Lesson 11: Assigning Constraints

- Constraints
- Must Finish By
- Start On or After
- Additional Start Constraints
- Additional Finish Constraints
- Additional Constraints
- How Constraints Affect Activity Dates
- Overview: Assigning Constraints
 - Adding a Project-Level Constraint
 - Viewing Total Float
 - Adding an Activity-Level Constraint
- Lesson Review

Lesson 12: Customizing Activity Views

- Activity Views
- Grouping
- Sorting
- Filtering
- Overview: Displaying Project Data
 - Saving a Copy of an Activity View
 - Columns Tab
 - Sorting Tab
 - Grouping Tab
 - Filtering Tab
 - Bars Tab
 - Gantt Tab
 - Viewing the Gantt Chart and Changing the Timescale
 - Quick Method to Arrange Columns and Sort Data
- Lesson Review

Lesson 13: Understanding Roles and Resources

Roles and Resources

Resource Details

Relationship Between Roles and Resources

Resource Types

Overview: Viewing Roles and Resources

Viewing Resources

Viewing Unit and Price Information

Viewing Resource Teams

Viewing Roles

Viewing Price and Limit Information for Roles

Viewing Role Teams

Lesson Review

Lesson 14: Assigning Roles and Resources

Assigning Roles

Assigning Resources

Steps for Resource Management

Summarization

Overview: Assigning Roles and Resources .

Viewing the Assignments Detail Window

Assigning Resources to an Activity

Assigning a Role to an Activity

Filling an Unstaffed Role Assignment

Designating a Primary Resource

Lesson Review

Lesson 15: Case Study 2 Scheduling and Assigning Resources

Lesson 16: Optimizing the Project Plan

Project Constraints

Optimizing the Project Plan

Analyzing Schedule Date

Shortening the Project

Analyzing Resource Allocation

Analyzing the Budget

Importing and Exporting Projects

Summary Data

Overview: Shortening the Schedule

Comparing Scheduled Finish to Must Finish By Date

Focusing on Critical Activities

Refining Activity Durations

Modifying Relationships

Modifying Constraints

Overview: Analyzing Resource Allocation
Summarizing the Project
Analyzing Resource Allocation on Team Usage Page
Assigning a Replacement Resources
Reviewing the Budget
Importing and Exporting Projects

Lesson Review

Lesson 17: Baselining the Project Plan

What is a Baseline?

Baseline Types

Overview: Baselining the Project Plan

Opening a Project Exclusively

Creating Baselines

Assigning Baselines

Displaying Baseline Bars

Converting a Project to a Baseline

Restoring Baselines

Lesson Review

Lesson 18: Methods of Applying Progress

Preparing the Project for Updating

Scheduling the Initial Project Plan

Data Date

Critical Path

Creating Baselines

Maintaining Baselines

Updating a Project

Factors in Selecting an Updating Method

Spectrum of Updating Method

Auto Compute Actuals

Using Auto Compute Actuals

Link Percent Complete With Actuals

Using Link Percent Complete With Actuals

Manually Update Activities, Expenses, and Resources

Options for Manually Updating

Timesheets/Team Member Interfaces

Delegating Status Updates

Project Scheduled Services

Lesson Review

Lesson 19: Executing the Project Plan

Updating a Project

Data Date

The Updating Process

Overview: Executing the Project Plan

- Using Progress Spotlight
- Updating Status via Team Member Interfaces
- Updating a Start Milestone
- Statusing an Activity to Completion
- Entering Actual Labor Units
- Updating Actual Start and Actual Finish Dates
- Updating a Completed Activity
- Updating a Completed Activity That is Behind Schedule
- Updating Remaining Duration for an Activity in Progress
- Updating Actual Units for an Activity in Progress
- Updating an Activity in Progress that is Behind Schedule
- Suspending an Activity
- Rescheduling the Project
- Assessing the Rescheduled Project

Lesson Review

Lesson 20: Analyzing the Updated Project

- Steps for Analyzing the Updated Project
- Questions to Determine How to Adjust a Schedule
- Shortening the Project
- Overview: Analyzing the Updated Project .
- Analyzing Schedule Dates and Critical Activities
- Comparing Current and Baseline Dates
 - Shortening the Schedule
 - Reducing Lag on an Activity

Lesson Review

Lesson 21: Portfolios and Dashboards

- Dashboards
- Portfolios
- Ways to Create Portfolios
- Overview: Dashboards
 - Filtering Portlet Data
 - Displaying a Portlet
 - Modifying Portlet Layout
 - Viewing the Project Health Portlet
 - Viewing the Project Gantt Chart Portlet
- Creating a Dashboard
- Managing Dashboards
- Overview: Creating Portfolios
- Managing Portfolios
- Creating Portfolios Manually
- Creating Portfolios by Filter

- Creating a New Portfolio View
- Displaying an Existing Portfolio View
- Deleting a Portfolio

Lesson Review

Lesson 22: Case Study 3 - Project Execution and Control

Lesson 23: Updating the Project Using Timesheets

Updating a Project

- Timesheet Approval Process

- Data Date

- Applying Actuals

Overview: Updating the Project Using Timesheets

- Viewing Timesheets and Notes

- Approving Timesheets

- Applying Actuals

- Rescheduling the Project

Lesson Review

Appendix A: Reporting

P6 Reporting Process

Oracle Business Intelligence Publisher

Primavera Analytics and Oracle Business Intelligence

Overview: Reporting

- Using the Reports View

- Configuring Report Delivery Settings

- Scheduling a Report

- Viewing a Report

Appendix B: Case Study Solutions
