

Primavera	
Session	Description
Session 1	Introduction
	Introduction about Project and its management.
	About Project Management Information System
	Introduction to Primavera
	About Primavera
	P6 EPPM Suite.
	GUI of P6 Release 8.2 client
	Data Structure of Primavera
	Projects
	About Projects.
	Creation of Project in client.
	Project Details Window.
	Calendar
	Introduction to Calendar
	Types of Calendar
Timescale	
Session 2	Work Breakdown Structure
	Introduction to WBS
	WBS Structure
	Creation of WBS in Client.
	Creating a WBS from a template
	Configuring general WBS information
	Activities
	Introduction about an Activity
	Assign Calendar to the Project in client.
	Creating Activities
	Configuring General Tab
	Delete an activity.
	Various methods to create an Activity
	Relationships
	Introduction about Relationships
	Types of Relationship
	Adding Relationships to the Activities in various methods
	Apply Lead or Lag
	Procedure to apply Lead or Lag
	Scheduling
Introduction about Scheduling	
About Critical Path Method	

	Advantage of Critical Path Method
	Procedure for Scheduling
Session 3	Constraints
	Introduction about Constraints
	Constraints Categories
	Types of Constraints
	Procedure to apply constraints in client.
	Codes
	Introduction about Codes
	Types of codes
	About Project Code & creation of code in client.
	About Activity Code & creation of code in client.
	About Resource Code & creation of code in client.
	Roles
	Introduction about Roles
	Creation of Roles
	Assigning a Resource to a Role
	Resources
	Introduction about Resources
	Types of Resources.
Define Resources	
Assigning a Role to Resource	
Session 4	Assigning Roles & Resources
	Assigning Roles to an Activity
	Assigning Resources to an Activity
	Resource Analysis & Leveling
	Introduction about Analysis of a Resource
	Procedure for Resource Analysis
	Different views of Resource Analysis
	Resource Leveling
	Documents
	Work Products & Documents
	Notebook & Feedback
	Baselines
	About Baselines
	Setting Baselines
	Assign Baselines
Display Baselines	
Restoring Baseline	
Updating Project Progress	

	Updating the Progress of Activities
	Automatic Update
	Manual Update
	Display Progress line in Gantt chart
Session 5	Tracking Project Progress
	Introduction about Tracking
	Features & Benefits of Tracking
	Earned Value Analysis
	Earned Value Fields
	Issues & Thresholds in Client
	About an Issue
	Creating Issues
	Using Issue Navigator
	Threshold
	Adding Threshold
	Monitoring Thresholds
	User Defined Fields
	Introduction about User Defined Fields
	Creating UDF
	WBS UDF
	Activity UDF
	Reports
	Introduction about Reports
	Procedure to take Reports
	Create New Report Through Wizard
	Report Group
	Batch Report
	Tabular Reports
	Graphical Reports
	Import & Export
	Procedure to Import & Export
	Check out & check in
Reflection	