

**Course Title:** Course 106-A (with Web Access) Administration in Primavera P6 and P6 Web Access (Rel 7)

**Course Length:** 1 Day

**Course Description:** Learn to use Primavera P6 to complete a wide variety of administrative functions, including how to create users who will access the application and assign their security privileges. You also will learn how to create enterprise data, such as project codes, cost accounts, and financial periods. The course also covers administration topics in P6 Web Access, including User Interface views and calculated user-defined fields.

**Course Title:** Course 106-P: Advanced Project Management in Primavera P6 (Rel 7.0)

**Course Length:** 2 Days

**Course Description:** This course provides in-depth project management training in P6. Topics include updating baselines, importing and exporting project data, and top-down budgeting. Detailed instruction on earned value analysis includes lessons on duration types and how to calculate percent complete. Students also will learn to leverage best practices to create a project using methodologies.

**Course Title:** Course 108: Migrating from P3 to Primavera P6

**Course Length:** 2 Days

**Course Description:** This course is specially designed for users moving from Primavera Project Planner (P3) to P6. Numerous charts list how P3 fields and functionality map to Primavera 5.0/6.0, enabling users to leverage their existing knowledge of P3 and rapidly adapt to new features in P6. The course begins with navigation, menus, and terminology in P6, and introduces new ways to view layouts and run reports. The course also details how basic tasks in the project management life cycle are executed in P6, including how to create activities, assign and analyze resources, and update the project plan. An appendix at the back of the manual covers how to convert projects from P3 to P6. (Please note that this course is designed for existing users of P3. Those who wish to learn Primavera P6, but are not P3 users, should register for Course 102.)

**Course Title:** Course P3: Planning and Scheduling in Primavera Project Planner (P3) (Rel 3)

**Course Length:** 3 Days

**Course Description:** This course covers getting started with P3 through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning P3. The course leads you through nine hands-on workshops that

create and track an entire project to completion, using the three basic elements of project management: schedule, resources, and costs. Scheduling techniques will be covered.

**Course Title:** Course 102 web - Project Management in Primavera P6 Web Access

**Course Length:** 3 Days

**Course Description:** This course provides hands-on training for Primavera's Web-based solution. Participants will create a project, add activities and relationships, assign resources, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios.

Participants also will learn how to customize the Personal Workspace and the Project Workspace to monitor project progress and communicate with team members. Hands-on workshops help students create and track an entire project to completion.

**Course Title:** Course 102 – Project Management in Primavera P6 (Rel 7)

**Course Length:** 3 Days

**Course Description:** This course content is appropriate for students looking for Rel 6, Rel 6.2 and Rel 7.

This course provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling.

All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

**Course Title:** Course 106R - Resource Management in Primavera P6 (Rel 6.2)

**Course Length:** 2 Days

**Course Description:** This course provides in-depth resource management training in Primavera P6. The course covers advanced topics in managing resource allocation, future-period bucket planning, and resource leveling.

Extended case studies at the end of each day provide an opportunity to apply new skills and functionality. You will first assign resources and analyze their allocation. At the end of the second day, you will apply what you have learned to resolve resource over allocation.

**Course Title:** Course 106R Web - Resource Management in Primavera P6 Web  
Access

**Course Length:** 1 Day

**Course Description:** This course provides hands-on training in P6 Web, focusing on resource management. Participants will gain a thorough background in the concepts of resource management by adding a resource to the enterprise resource pool, planning for resource needs in future projects, staffing resources on current projects, and managing resources to ensure they are fully utilized.

A case study provides an opportunity to apply new skills in resolving resource over-allocation.