

# Agenda Compact Seminar Scheduling using Oracle Primavera P6 V8

(Four days)

Page 1 of 2

## Primavera Overview

Features of Primavera: The Enterprise Project Structure (EPS) - Project Portfolio - Organizational Breakdown Structure (OBS) Project Codes, Project Durations in the project module - Work Breakdown Structure (WBS)

## User Interface

Menus and Toolbars - Context menus and function keys - Table Window - Window Graphics - Module window - Detail masks - Operational logic of the dialog box - Update data and database update

## Create a project

Opening a project in exclusive or shared mode - Create and edit EPS nodes hierarchically - Copy and import projects - Forward and backpath calculation of project schedules - File formats for transfer - Export and Import of data and settings Primavera

## Setting Calendars

Create and edit Global- and Project Calendar - Copy Calendar and adjust working hours - Define exceptions - Task and Resource calendar - Calculation of activity duration in days, weeks or months

## Primavera Work Breakdown Structure (WBS)

Navigation the WBS - Creating tree nodes - Consistently hierarchical categorization in the definition of processes - Detail masks of the WBS-view - WBS categories

## Processes (Activities)

Duration of operations - Types of duration: Finish Milestone - Level of Effort - Resource Dependent - Start Milestone - WBS Summary - Default values for operations at project level - Set ActivityID Interval - Transaction Types - Task duration - Types of Complete - Detail Masks - Customize Columns - Adjust Time Scale

## Activity Relations

Types of logical links - Types of Relationship - Ways of Creating and Editing relationships - Creating Lags and Leads - Definition and representation of the Critical Path - Create and adjust groupings - Layout Options for grouping and sorting - Group and Sort Projects at Enterprise level - Apply, edit and manage Layouts

## Filter

Apply filters - Create Filters - User Defined Fields - View highlighted Filtered Items - AND/OR Operator - Multi-Parameter Data Filters

## Formatting, printing and reports

Formating of the project window - Sorting a table - Formatting a table - Formatting a Timeline - Format the bar graphs - Displaying the progress line - Formating columns of the table by row and height - Icon View - Timeline format - Inserting Notes: Text frame and curtain - Fonts and colors - Line Numbering - Print preview - Print page setup, print output variables - Access, run and edit Reports

## Project tracking and project control

Progress tracking and documentation - Data Date, WBS Milestones - Save Baseline, copy and delete - Restore Baseline as a project - Data fields of progress in current planning - Show Baseline with the Project -Update Baseline - Guidelines for Project Update - Activity life cycle - Data date - Update the schedule - Entering Actual Completion Data - Calculating the duration of tasks - Remaining Early Start and Finish - Scheduling Options - Steps

**projekt-manager EU**  
Annagraben 27-29  
D-53111 Bonn

Telefon (0228) 82 37 73 60 [info@projekt-manager.eu](mailto:info@projekt-manager.eu)  
[www.projekt-manager.eu](http://www.projekt-manager.eu)



# Agenda Compact Seminar Scheduling using **Oracle Primavera P6 V8**

(Four days)

Page 2 of 2

## **Roles, Resources, and Fixed Cost**

Main components: Allocation of quantities - Price / Unit - Costs - Resources and Activity Durations - Individual and Group Resources - Roles - Create a Resource/Role - Resource Breakdown Structure - Resource calculations and terminology - Resource Preferences of the Project Modul - User Preferences in resource allocation - Activity Resource Preferences - Add and remove Roles - Recommendations for resource allocation - Assigning fixed costs at project and activity level - Budget Values

## **Optimize the use of resources**

Activity Allocation Views: Activity Usage Spreadsheet, Activity Usage Profile - Resource Allocation Views: - Resource Usage Spreadsheet, Resource Usage Profile - Multiple allocation of resources - Allocation delays and task duration - Methods for resolving resource overloading and resource conflicts - Automatic resource leveling with and without restriction to buffer times

## **User and Admin Settings**

Units of time - Time scales - Currencies - Password Settings - Filter settings - Project Preferences - Preferences for recalculating the projects - Administrator Categories - Earned Value - Scheduling Options: General Tab

## **Updating Resourced Schedules**

Parameters of the schedule update - Default settings of the resource module - Cost of scheduled work units - Required data of project update - % complete types % duration % units - Resource Update

## **Create reports (layouts / filter)**

create User Defined information Fields - Easy to create and apply settings in the bar chart GANTT filter - Settings of the Timeline

## **Export project data in other applications**

Export of Primavera P6 to MS-Project - Export to Excel

**projekt-manager EU**  
Annagraben 27-29  
D-53111 Bonn

Telefon (0228) 71 01 76 82  
Fax (0228) 82 37 73 61

[info@projekt-manager.eu](mailto:info@projekt-manager.eu)  
[www.projekt-manager.eu](http://www.projekt-manager.eu)

