

# Project Management by Using Primavera 6 (17.7)



**This highly specialized and concentrated Program is ideally suited to following individuals who are:**

- **Fresh University Graduates and like to pursue a career in Project Management**
- **Already working professional who are looking a better Project Management Skills.**
- **Managers who are looking to pursue their career in project management domain.**
- **People who would like to do the international certification of Primavera.**

**Program is offered by: 3D Educators – Trainers & Consultants**

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# Program Details

## **Inauguration**

The Training Program will be inaugurated by a senior member of 3DEducators

## **Program Structure**

Duration of each class	2-Hour
Total Duration	24 Hours

## **Other Learning Activities:**

Complete Project	1
Presentations by Trainees	1
Guided Hours	16
Non Guided Hours	8

## Program Topics and Time Allocation

The participants will cover the following syllabus:

- \* Portfolio Analysis Modules
- \* Methodology Management Module
- \* Project Management Module

## About the Program Designer & Instructor

The “Primavera P6 17.7” Program has been designed and will be conducted by Senior most PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Project Management), M.Sc. (Petroleum Technology) , M.Sc Applied Physics and Certification of MCSE, CCNA, CWNA and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

## Program Syllabus

### PORTFOLIO ANALYSIS

- \* **Part 1: Overview**
  - \* Introducing Portfolio Analysis
  - \* Quick Tour
  - \* Setting User Preferences
- \* **Part 2: Analyzing Project Data**
  - \* Resource Analysis
  - \* Comparing Portfolios
  - \* Performing What-If Analysis
- \* **Part 3: Customizing Layouts and Reports**
  - \* Printing Layouts and Reports

### METHODOLOGY MANAGEMENT

- \* **Part 1: Overview and Configuration**
  - \* Defining Administrative Preferences and Categories
  - \* Setting User Preferences
- \* **Part 2: Structuring Methodologies**
  - \* Creating and Linking Methodologies
- \* **Establishing a Work Breakdown Structure**
- \* **Setting Up the Organizational Breakdown Structure**
- \* **Defining Resource and Roles**
- \* **Working with Custom User Fields**
- \* **Part 3 : Implementing Methodologies**
  - \* Working with activities
- \* **Working with Methodology Expenses**
- \* **Managing Risks**
- \* **Creating and Maintaining a Document Library**
- \* **Part 4: Customizing Methodologies**
  - \* Working with Layouts
  - \* Customizing Layout
- \* **Customizing Reports**
- \* **Printing Layouts and Reports**

### **Understanding P6 Data**

- Describing the Organizational Breakdown Structure
- Describing the Enterprise Project Structure

### **Creating a Project**

- Viewing the EPS Page
- Modifying Project Information

### **Creating a Work Breakdown Structure**

- Creating Multiple Levels

### **Adding Activities**

- Describing Activity Types
- Viewing Activity Information
- Editing Activity Details
- Assigning Steps
- Assigning Codes

### **Using Activity Views**

- Customizing a View
- Filtering Data
- Grouping and Sorting Data

### **Creating Relationships**

- Viewing Relationship Types
- Creating Relationships in the Gantt Chart

### **Scheduling a Project**

- Defining Key Terms
- Defining Total Float
- Describing Loops and Open Ends
- Calculating a Schedule

### **Assigning Constraints**

- Applying a Must Finish By Date
- Constraining an Activity

### **Optimizing the Project Schedule**

- Analyzing Schedule Dates
- Shortening a Project Schedule

### **Viewing the Project Workspace**

- Adding and Removing Portlets
- Customizing the Project Workspace

### **Assigning Roles and Resources**

- Assigning a Role

- Requesting Resources
- Assigning Resources
- Checking Resource Availability

#### **Calendars**

- Defining Work Types
- Editing a Project Calendar
- Assigning a Calendar to an Activity

#### **Base-lining the Project Plan**

- Selecting a Baseline
- Adding a Baseline

#### **Executing the Project Plan**

- Describing Methods of Applying Progress
- Using Progress Spotlight
- Defining the Data Date
- Applying Progress to Activities

#### **Analyzing the Updated Project**

- Comparing Dates
- Viewing Schedule Performance
- Addressing Variances

#### **Viewing Dashboards**

- Customizing Dashboards
- Adding and Removing Dashboards
- Viewing Portfolio Data

#### **Managing Issues**

- Creating a Issues
- Viewing Issues

#### **Managing Risk**

- Creating Project Risks
- Developing a Risk Response Plan

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.





## **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

## **PRECAUTIONARY MEASURES**

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

## **DISTANCE NOT MATTER**

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

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**(Get the Admission Form)**

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## **MANAGEMENT**

**3D EDUCATORS – TRAINERS & CONSULTANTS**