# Project Management by Using Primavera 6.1



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 &**

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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 | 4-Hour |
| Fee: | Rs.15000 |

### Other Learning Activities:

| | |
|---|---|
| Complete Project | 1 |
| Presentations by Trainees | 1 |

## 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 P6.0" 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.

**PORTFOLIO ANALYSIS**
* **Part 1: Overview**
  * **Introducing Portfolio Analysis**
    * Overview of Portfolios
    * Viewing Portfolio Details
    * Viewing Project Details
  * **Quick Tour**
    * The Workspace
    * Layouts
  * **Setting User Preferences**
    * Formatting Time Units
    * Formatting Dates
    * Setting View currency and Symbols
    * Creating and Modifying Portfolios

* **Part 2: Analyzing Project Data**
  * **Resource Analysis**
    * Creating a Resource Analysis Layout
    * Adjusting the Resource Analysis Spreadsheet
    * Dynamically Leveling Resources
  * **Comparing Portfolios**
  * **Performing What-If Analysis**
  *
* **Part 3: Customizing Layouts and Reports**
  * **Working with Layouts**
  * **Grouping, Sorting , and Filtering Data**
  * **Customizing Layout**
  * **Customizing Reports**
    * Reports Overview
    * Opening Reports
  * **Printing  Layouts and Reports**


**METHODOLOGY MANAGEMENT**
* **Part 1: Overview and Configuration**
  * **Quick Tour**
    * Selecting a Language
    * The Workspace
    * Layouts
  * **Defining Administrative Preferences and Categories**
  * **Setting User Preferences**

* **Part 2: Structuring Methodologies**
  * **Creating and Linking Methodologies**
    * Working with methodologies


  * Using Bottom-up Estimation Data
  * Using Project Architect
  * Defining Methodology Codes

- ❈ **Establishing a Work Breakdown Structure**
  - ❈ WBS Overview
  - ❈ Viewing and Editing a WBS
  - ❈ Applying Estimation Weights to WBS Elements
  - ❈ Adding WBS Elements and Assigning Properties
  - ❈ Using WBS Milestones
- ❈ **Setting Up the Organizational Breakdown Structure**
  - ❈ OBS Overview
  - ❈ Viewing an OBS
  - ❈ Setting Up and Assigning an OBS
- ❈ **Defining Resource and Roles**
  - ❈ Defining and Assigning Resources Codes and Values

- ❈ **Working with Custom User Fields**
  - ❈ Creating User-Defined Fields
  - ❈ Working with User-Defined Fields

- ❈ **Part 3 : Implementing Methodologies**
  - ❈ **Working with activities**
    - ❈ Activities Overview
    - ❈ Adding Activity
    - ❈ Assigning Resources and Roles
    - ❈ Assigning Notebook Topics
- ❈ **Working with Methodology Expenses**
  - ❈ Adding Expenses
  - ❈ Defining Expenses Details
- ❈ **Managing Risks**
  - ❈ Adding Risks
  - ❈ Calculating Exposure Values
  - ❈ Customizing Risk Layouts
- ❈ **Creating and Maintaining a Document Library**
  - ❈ Viewing a Document Library and Adding /Deleting  Document
  - ❈ Specifying work product and Document Location References
  - ❈ Assigning Work Products and Documents
  - ❈ **Checking Methodologies In and Out of the Module**

- ❈ **Part 4: Customizing Methodologies**
  - ❈ **Working with Layouts**
    - ❈ Layout Types
    - ❈ Creating ,Opening, and Saving layouts
    - ❈ Exporting and Importing Layout
    - ❈ Grouping, Sorting, and Filtering Data
    - ❈ Grouping Data
    - ❈ Sorting Data
    - ❈ Filtering Data
  - ❈ **Customizing Layout**
  - ❈ Modifying Columns
  - ❈ Formatting Activity Network Layouts
- ❈ **Customizing Reports**
- ❈ **Printing Layouts and Reports**

## PROJECT MANAGEMENT

❋ **Part 1: Overview and Configuration**
  ❋ **Understanding Project Management**
    ❋ Why Use Project Management
    ❋ Your Role in the Organization
    ❋ Project Management Process Overview
    ❋ Planning , Controlling and Managing Project
  ❋ **Quick Tour**
    ❋ Getting Started
    ❋ Selecting a Language
    ❋ The Workspace
    ❋ What is a Layout?
    ❋ Customizing Displays
    ❋ Sample Layouts
    ❋ Using Wizards
    ❋ **Defining Administrative Preference and Categories**
    ❋ **Setting User Preferences**
  ❋ **Formatting Time Units**
  ❋ **Formatting Dates**
  ❋ **Setting View Currency and Symbols**
  ❋ **Setting Profile and Spreadsheet Data Options**
  ❋ **Setting Calculation Options for Resource and Role Assignments**
  ❋ **Selecting Startup Filters**
  ❋

❋ **Part 2: Structuring Projects**
  ❋ **Setting Up the Enterprise Project Structure**
    ❋ Enterprise Project Structure Overview
    ❋ Setting Up the Enterprise Project Structure
    ❋ Adding a New Project to the Enterprise Project Structure
    ❋ Using project Architect
    ❋ Working with the Enterprise Project Structure
    ❋ Defining Enterprise Project Structure Details

  ❋ **Setting Up the Organizational Breakdown Structure**
    ❋ The OBS
    ❋ Viewing as OBS
    ❋ Setting Up an OBS
    ❋ Editing OBS Elements
❋ **Defining Resources and Roles**
  ❋ Resource Overview
  ❋ Viewing and Adding Resources
  ❋ Defining Resource Shifts
  ❋ Defining and Assigning Resource Codes and Values
  ❋ Setting Up Roles
  ❋ Assigning Roles to Resource
  ❋ Defining Resource Curves
❋ **Reviewing Work breakdown Structures**
  ❋ The WBS
  ❋ Viewing a WBS
  ❋ Grouping by WBS Path
  ❋ Adding WBS Elements and Assigning Properties
  ❋ Using WBS Milestones

- ❋ Assigning WBS Category Values
- ❋ Defining Earned Value Settings for Specific WBS Elements
- ❋ Assigning Estimation Weights to WBS Elements
- ❋ **Defining Resources and Roles**
  - ❋ **Defining Budgets**
  - ❋ Top-Down Budgeting
  - ❋ Establishing Budgets
  - ❋ Establishing a Monthly Spending Plan
  - ❋ Tracking Budget Changes
  - ❋ Establishing Funding
  - ❋ Tracking and Analyzing Budgets
  - ❋ **Establishing Project Codes**
  - ❋ Defining and Assigning Project Codes
  - ❋ Grouping , Summarizing, and Filtering by Codes
  - ❋ **Working with Custom User Fields**
  - ❋ Creating User-Defined Fields
  - ❋ Working with User-Defined Fields
  - ❋ **Working with Activities**
    - ❋ Activities Overview
    - ❋ Adding Activities
    - ❋ Defining General Activity Information
    - ❋ Establishing Relationships
    - ❋ Displaying Activity Details for Assignments

- ❋ **Creating Calendars**
  - ❋ Adding Calendars
  - ❋ Modifying Calendars

- ❋ **Part 3: Implementing the Schedule**
  - ❋ **Establishing Activity Codes**
    - ❋ Creating Activity Codes and Values
    - ❋ Grouping and Summarizing by Codes
    - ❋ Assigning Work Products and Documents
    - ❋ Adding Steps
    - ❋ Creating and Assigning Activity Step Templates
    - ❋ Viewing Activity Summaries
    - ❋ Viewing Contract Management Documents
    - ❋ Using Global Change
  - ❋ **Working with Cost Accounts and Project Expenses**
    - ❋ Cost Account and Expense Overview
    - ❋ Setting Up a Cost Account Structure
    - ❋ Adding Expenses and Entering Cost Information
    - ❋ Defining Expense Detail
  - ❋ Analyzing Costs
  - ❋ **Performing  top-Down Estimation**
    - ❋ Performing  Top-down Estimation
    - ❋ Applying Saved Top-Down Estimates to a Project

- ❋ **Part 4: Updating and Managing the Schedule**
  - ❋ **Managing Baselines**
    - ❋ Creating and Maintaining Baselines
    - ❋ Assigning Baselines to Projects
    - ❋ Comparing Current and Baseline Schedules
    - ❋ **Updating Baselines**
  - ❋ **Updating ,Scheduling , and Leveling**
    - ❋ The Update Process

- ❈ Choosing a Method of Updating
- ❈ **Summarizing Projects**
  - ❈ Setting Summarization Options
  - ❈ Summarizing Project Data
- ❈ **Project Issues and Thresholds**
  - ❈ Adding  Issues
  - ❈ Assigning Tracking Layouts to Issues
  - ❈ Using the Issue Navigator
  - ❈ Adding Thresholds
  - ❈ Assigning Tracking Layouts to Thresholds
- ❈ **Managing Risks**
  - ❈ **Adding Risks**
  - ❈ **Calculating Exposure Values**
  - ❈ **Calculating a Risk's Impact**
  - ❈ **Creating and Deleting Risks Types**
  - ❈ **Customizing Risk Layouts**
- ❈ **Maintaining  a Project's Document Library**
- ❈ **Tracking Projects**
  - ❈ **Creating Tracking Layouts**
  - ❈ **Working with Tracking Layouts**
  - ❈ **Customizing Tracking Layouts**


- ❈ **Comparing Projects with Claim Digger**
- ❈ **Checking Projects In and Out**

- ❈ **Part 5: Customizing Projects**
  - ❈ **Working with Layouts**
    - ❈ Exporting and Importing Layouts
    - ❈ Copying and Pasting Resource Spreadsheet Data to Microsoft Excel
  - ❈ **Grouping, Sorting, and Filtering Data**
  - ❈ **Customizing Layouts**
  - ❈ **Customizing Report**
  - ❈ **Printing Layouts and Reports**
  - ❈ **Publishing a Project on the World Wide Web**
  - ❈ **Linking the Project Management Module with Primavera Expedition**