

Primavera P6 101 – Beginner (8 Hours)

- ❖ Introduction
 - Data Structures in P6
 - Global Data vs. Project Specific Data
 - Navigation
- ❖ Setting up a New Project
 - Creating a New EPS Node
 - Setting User Preferences
- ❖ Activities
 - Adding Activities
 - Activity Description
 - Importing Activities from MS Project
 - Exporting Activities to MS Excel
- ❖ Activity Types
 - Task Dependent
 - Resource Dependent
 - Level of Effort
 - Start/Finish Milestones
 - WBS Summary
- ❖ Activity Durations
- ❖ Work Breakdown Structure (WBS)
 - Creating a WBS
 - Assigning WBS Codes
- ❖ Calendars
- ❖ Activity Codes
 - Activity Coding Structures
 - Assigning Activity Codes
- ❖ Activity Logic
- ❖ Constraints
- ❖ Scheduling
- ❖ Custom Layouts & Views (Formatting)
 - Grouping and Sorting
 - Filters
 - Activity Table
 - Customizing the Bar Chart
 - Print Setup
 - Layouts
- ❖ Updating the Schedule
- ❖ Creating a Baseline