

PrimaveraP3

Course Name: Planning & scheduling using Primavera Project Planner ver (3)

Course Outline :

(1) Introduction to Project Management

- 1.1 What is a Project?
- 1.2 Project management phases
- 1.3 Project management overview
- 1.4 Starting P3 for Windows – P3 Tools
- 1.5 Layout Display
- 1.6 Tutorial

(2) Setting up your Project with P3

Introduction SCEP Project

- 2.1 Adding your Project
- 2.2 Developing a coding structure
Defining Activity Codes
- 2.3 Defining resources & Cost Accounts
- 2.4 Adding Activities in the activity form
- 2.5 Developing Logic / Drawing the PDM
- 2.6 Adding Relationships

(3) Project Scheduling

- 3.1 Calculating the Schedule - Exercise
- 3.2 Scheduling the Project
- 3.3 Viewing schedule statistics report
- 3.4 Defining Calendars: (a) Global Calendars (b) Individual Calendar
- 3.5 Assigning calendars to activities
- 3.6 Calculating the schedule
- 3.7 Exercise

(4) Customizing your Layout

- 4.1 Constraints, Type of Constraints
- 4.2 Adding Calendars & Constrains
- 4.3 Modifying the Activity Table
- 4.4 Formatting columns, Dates, Timescale
- 4.5 Formatting Activity Bars, Endpoints
- 4.6 Changing Data Graphically
- 4.7 Selecting Activities, Copying Activities
- 4.8 Layout
- 4.9 Organizing Activities
- 4.10 Filters – Exercise
- 4.11 Summarizing
- 4.12 Printing the layout

Creating the Layout

(5) Managing Resources & Cost

- 5.1 Assigning Resources
- 5.2 Assigning Costs
- Assigning Resources & Costs

(6) Updating your Project Plan

- 6.1 Target Plans
- 6.2 Updating Project Status Variables
- 6.3 P3 Bar chart Icons

(7) WBS