€TRAINING

Primavera P6 Fundamentals Rel 19 Ed 1

4 - 15 August 2025
Lisbon (Portugal)

Primavera P6 Fundamentals Rel 19 Ed 1

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Introduction:

Primavera P6 Rel 19 Ed 1 is a powerful project management software designed to plan, schedule, and manage complex projects, offering advanced tools for resource allocation, risk analysis, and progress tracking to ensure successful project delivery. This training program covers the essential features and functions of Primavera P6 Release 19 Edition 1. Through it, participants will learn to plan, schedule, and manage projects effectively using Primavera P6. It empowers them to master project management fundamentals using one of the leading software tools in the industry.

Program Objectives:

By the end of this program, participants will be able to:

- Navigate the Primavera P6 interface and understand key features.

- Create and manage project schedules.

- Allocate resources and manage project costs.

- Track project progress and generate reports.

- Optimize project plans using best practices in Primavera P6.

Target Audience:

- Project Managers.

- Project Planners and Schedulers.

- Construction and Engineering Professionals.

- PMO Staff.

- Professionals involved in project management using Primavera P6.

Program Outline:

Unit 1:

Introduction to Primavera P6:

- Overview of Primavera P6 and its applications.

- Navigating the Primavera P6 interface.

- Understanding project management concepts in Primavera.

- Creating and opening projects.

- Customizing user preferences and views.

Unit 2:

Creating a New Project:

- Setting up a new project.

- Defining project calendars.

- Entering project details and settings.

- Establishing Work Breakdown Structures WBS.

- Saving and managing project files.

Unit 3:

Defining Activities:

- Creating activities and milestones.

- Assigning activity durations.

- Organizing activities under the WBS.

- Adding activity codes and notes.

- Formatting the Activity Table and Gantt Chart.

Unit 4:

Sequencing Activities:

- Understanding activity relationships.

- Creating logic and dependencies FS, SS, FF, SF.

- Using lag and lead time.

- Reviewing and modifying the project network.

- Scheduling the project for the first time.

Unit 5:

Assigning Resources:

- Creating and managing resource lists.

- Assigning labor, equipment, and material resources.

- Understanding resource calendars and availability.

- Identifying and resolving resource over-allocation.

- Resource leveling techniques.

Unit 6:

Managing Project Costs:

- Assigning costs to resources and activities.

- Tracking project budgets and expenditures.

- Analyzing cost performance.

- Generating cost reports.

- Controlling project costs with baselines.

Unit 7:

Updating and Tracking Project Progress:

- Entering activity progress and completion.

- Updating start and finish dates.

- Applying actual work and costs.

- Rescheduling remaining work.

- Monitoring project performance and variances.

Unit 8:

Working with Baselines:

- Creating project baselines.

- Comparing current project schedules with baselines.

- Maintaining and updating baselines.

- Evaluating performance against the original plan.

- Analyzing deviations and making adjustments.

Unit 9:

Generating Reports and Visualizations:

- Creating standard and custom reports.

- Using filters and layouts to present data.

- Exporting and printing project information.

- Creating dashboards and graphs.

- Tools for communicating project status to stakeholders.

Unit 10:

Best Practices and Advanced Features:

- Tips and tricks for effective project management in Primavera P6.

- Using global and project-level settings.

- Importing and exporting data.

- Integrating Primavera P6 with other tools.

- Overview of advanced features and modules.