



Standard Primavera Course Descriptions

COURSE 102 – BASIC PRIMAVERA PLANNING AND SCHEDULING

This course provides hands-on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

Course level: Basic

Targeted role: Program Managers, Project Managers, Planners/Schedulers
Additional audiences: Existing project management module users. Existing P3e/c, Enterprise, and TeamPlay users.

COURSE 106-P – ADVANCED FEATURES AND FUNCTIONALITY

This two-day course provides in-depth project management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-P course covers advanced subjects such as earned value analysis; updating baselines; and top-down budgeting. Hands-on workshops enable students to apply skills learned throughout the course.

Course level: Advanced

Targeted role: Program Managers, Project Managers, Administrators, Planners/Schedulers
Additional audiences: Existing project management module users. Existing P3e/c, Enterprise, and TeamPlay users.

COURSE 106-R – ADVANCED RESOURCE MANAGEMENT

This two-day course provides in-depth resource management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-R course covers advanced topics in managing resource allocation, future-period bucket planning and resource leveling. Extended workshops at the end of each day provide an opportunity to apply new skills and functionality.

Course level: Advanced

Targeted role: Resource Managers, Program Managers, Project Managers
Additional audiences: Existing project management module users. Existing P3e/c, Enterprise, and TeamPlay users.

COURSE 102 – DETAILED COURSE DESCRIPTION

This course provides hands-on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

Learning Outcomes:

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data
- Compare current vs. target schedules
- Profession Development and Continuing Education Units:
- Earns 19.5 PDU's and 1.95 CEUs



- PMI Program Number - 102
- Prerequisite: Fundamental Project Management Training and Microsoft Windows™

Course Length: 3 days

At the completion of this course the student will be able to:

- Add a Project to the Project Structure
- Create a Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps and Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources and Costs
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Status the Project
- Analyze the Updated Project

Course Outline

Day One:

- Introduction
- Navigating
- Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Creating Activity Codes
- Adding Activities

Day Two:

- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Adding Constraints
- Formatting Data
- Defining Resources
- Assigning Resources and Costs
- Analyzing Resources and Costs

Day Three:

- Optimizing the Project Plan
- Baselineing the Project Plan
- Project Execution and Control
- Reporting Performance
- Project Web Site

Workshops:

- Creating a Work Breakdown Structure
- Adding Activities



- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule

COURSE 106-P – DETAILED COURSE DESCRIPTION

This two-day course provides in-depth project management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-P course covers advanced subjects such as earned value analysis; updating baselines; and top-down budgeting. Hands-on workshops enable students to apply skills learned throughout the course.

Learning Outcomes:

- Modify projects using advanced functionality
- Analyze projects using earned value
- Effectively manage risks and issues
- View Primavera data in other applications

Profession Development and Continuing Education Units:

- Earns 1 PDU and .1 CEU per hour of instruction
- PMI Program Number – 106-P

Prerequisite: Course 102

Course Length: 2 days

Course Outline

Day 1

- Creating and Managing Portfolios
- User Defined Fields and Global Change
- Assigning Codes
- Duration Types
- Percent Complete Types
- Earned Value Analysis
- Thresholds and Issues

Day 2

- Advanced Scheduling
- Updating Baselines
- Risk Management
- Tracking Layouts
- Top - Down Budgeting
- Top - Down Estimating



Appendices

- Auto Compute Actuals
- Importing and Exporting Data
- Transferring Data between Primavera and Excel
- Claim Digger
- Using Multi-Currency

Project Structure, Organization, and Security

Primavera Project Management Module

REPORTING METHODS PRIMAVERA PROJECT MANAGEMENT MODULE

Course Outline

Primavera Layouts

- Tabular
- Gantt
- Profiles
- Integrated Tabular/Gantt/Profiles
- Spreadsheet (Period data in columns)

WYSIWYG reports based on user-selected grouping, sorting and filtering. Reports essentially match data displayed on screen. May be printed to paper or saved or "published" to HTML for web browser viewing.

Primavera Report Wizard

- Tabular Reports

Formatted, text-based reports of most standard and user-defined field data, based on user-selected grouping, sorting and filtering. Reports essentially match data displayed on screen. May be printed to paper or saved or "published" to HTML for web browser viewing. Reports may be batched.

- Time-Distributed Reports (Spreadsheets)

In addition to above, data may be distributed to user-selected time partitions, between user-selected dates.

Primavera Report Editor

Can do anything the Report Wizard can do, plus selective formatting based on filters, significantly improved data positioning, integrated images, and misc. other features. Reports may be initially developed using the Wizard and fine-tuned with the Editor.

Export Data Directly to other Applications

- Microsoft Excel

Exported data may be formatted and further organized using Excel features. Excel-based charts may be developed from exported data.

- Microsoft Project



Share selected Primavera structure and data with MS Project users using a customized Wizard.

- Primavera Project Planner (P3)

Share selected Primavera structure and data with P3 users using a customized Wizard. Enables utilization of some graphics features not yet incorporated into the Project Management Module.

Copy and Paste Data to Windows Applications

Copy desired data from Primavera Layouts based on user-selected grouping, sorting and filtering. Paste data into Windows applications, including Excel, Word, PowerPoint, Access, etc., for further processing.

Publishing Primavera Data

- Individual Layouts

Publish individual Activity or Tracking layouts to formatted web pages. Primavera organizes data into screen-sized pages in a matrix that can be viewed with a web browser. Graphics are converted to .png files.

- Sets of Layouts and Reports to Website

A selected set of Layouts, Reports, and other data, including code and resource dictionaries, work products, project structure, activities, etc., may be published to a coordinated set of web pages.

- Print to HTML

Any layout or report may be printed to HTML for further editing before incorporating in a web page.

- Print to Text

Any text-based layout or report may be printed to text, e.g. unformatted, or delimited text for importing into other applications.

PrimaVision (Primavera on the Web)

On-line, real-time, interactive access to Primavera data, in several formats, including tables, Gantt charts, profiles, and several specialized graphical presentations. Virtually all Primavera data may be displayed. Numerous user and administrator customized features available, including dashboard summary presentations.

Third Party Applications

- Report Writers, e.g. Crystal Reports or InfoMaker

Ability to produce highly customized reports directly from the Primavera database. Reports may be developed and formatted for printing, web publishing, or both. Reports may incorporate many special features such as data-driven charts and graphs, drill-down summarizations, and simultaneous integration of data from other data sources.

- Database Applications, e.g. Microsoft Access

Ability to produce customized reports directly from the Primavera database. Reports may be developed and formatted for printing, web publishing, or both. Reports may incorporate limited special features such as data-driven charts and graphs and simultaneous integration of data from other data sources. Added ability to execute user interfaces, queries, macros, or procedures to process data in conjunction with reporting.

- Specialized Graphical Reporting, e.g. Decision Edge

Ability to produce graphical project management reports directly from the Primavera database.

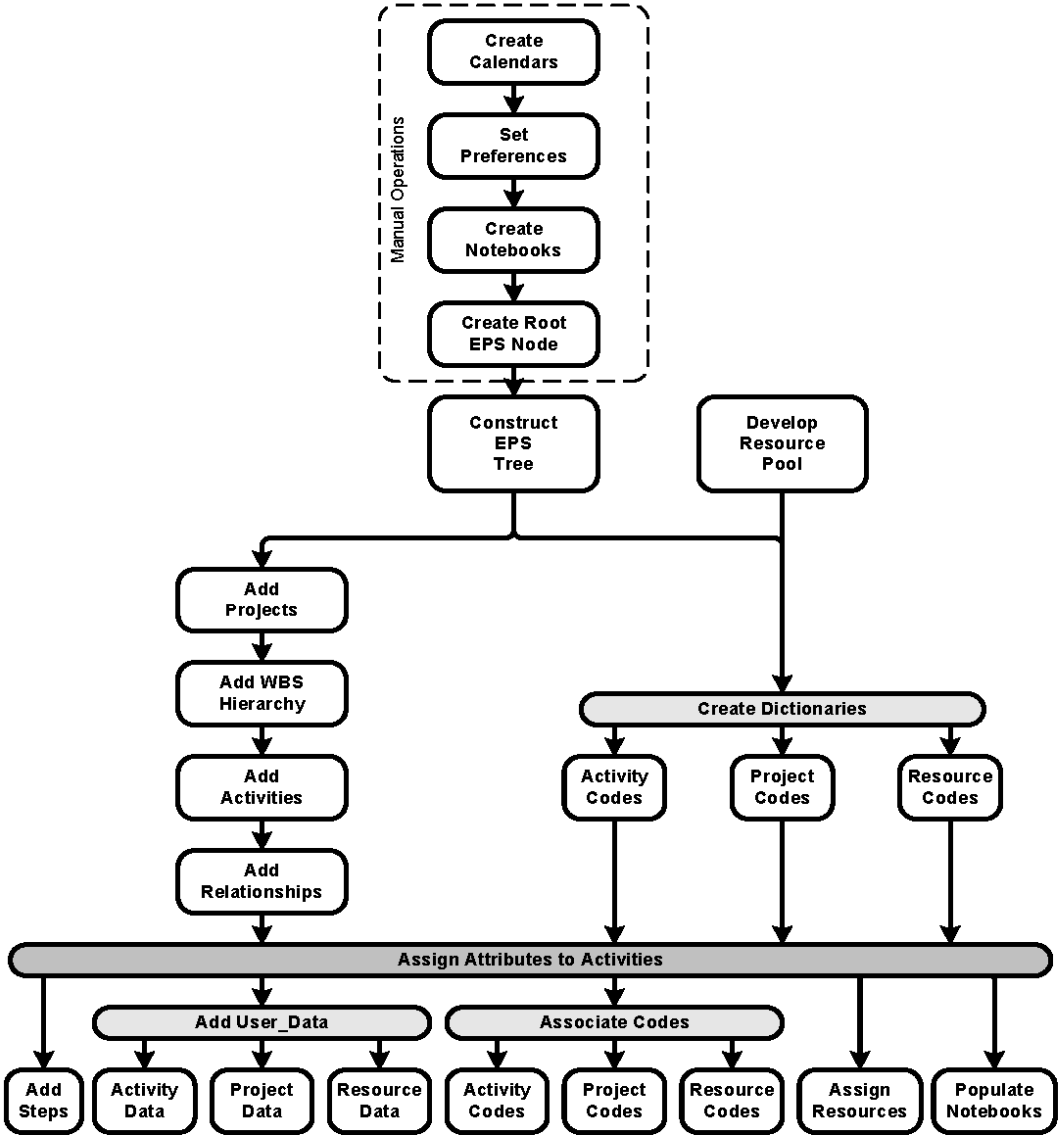


Primavera API or SDK

Ability to produce customized reports directly from the Primavera database. Added ability to execute user interfaces, queries, macros, or procedures to process data in conjunction with reporting. Further added ability to manage or modify Primavera data.

Introduction to the Primavera

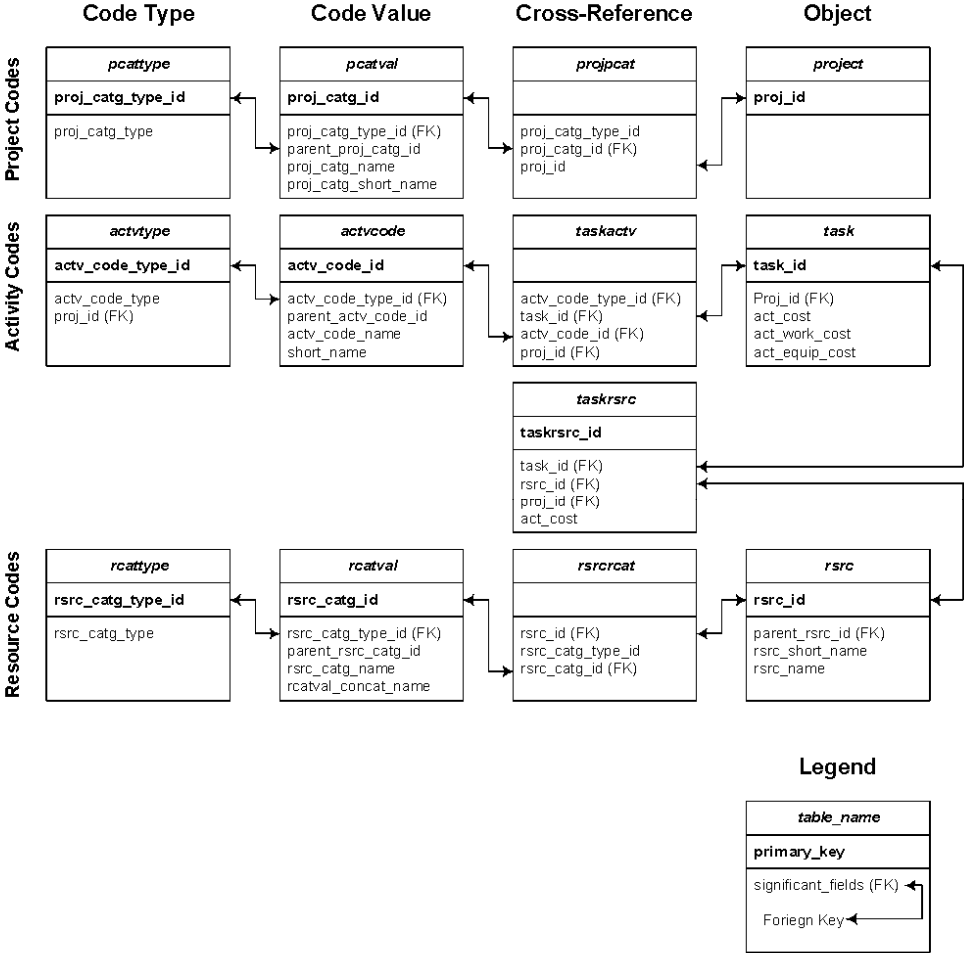
Software Development Kit



Recommended Order for Schedule Development



Introduction to the Primavera Software Development Kit



Fragment of Primavera Database Showing Significant Relationships