

## Intro to P6 Scheduling | 2008

Course Level: Entry

Course Length: 1-day class, or 2-night classes

Prerequisite: Minimum computer skills with the ability to type at an average pace in order to maintain course outline pace and completion in 1 day.

This Introduction to P6 Scheduling course is designed for individuals that have no scheduling experience. Students will gain an understanding of how to navigate in Primavera P6, and utilize key functions required in the basic class. You will walk away with a good comprehension of how to build a WBS, tie logic, and schedule a project.

Course Topics:

### Course Introduction

- Core Values

### Section 01: P6 Navigation

- Log In and Overview
- Grid Identification
- Grid Relationships

### Section 02: Setting Your Preferences

- Durations to Hours or Days
- Define Units and Units / Time
- Dates and Formats

### Section 03: Creating a Project

- Step by Step Project Creation
- Key Settings before Starting

### Section 04: Work Breakdown Structure (WBS)

- Understanding the WBS
- Launch and Develop the WBS
- The Importance of Standard WBS Element

### Section 05: Adding Activities

- Adding Activities to the Grid
- Four Common Activity Types
- Key Components of an Activity
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### Section 06: Utilize Calendars

- Identify Different Types of Calendars
- Assigning Calendars
- How Calendars Affect Activities

### Section 07: Creating Activity Relationships

- Adding Activities to the Grid
- Four Common Activity Types
- Key Components of an Activity

### Section 08: Activity Coding

- Understanding the Code Functionality
- Identify (3) Different types of Coding
- Methods for Assigning Codes

### Section 09: Customizing the Project

- Understanding & Utilizing Filters
- Understanding & Sort with Column Display
- Bars, Fonts and Row Heights

### Section 10: Update the Project Schedule

- Start work and assign progress
- Understand "Data Date" as its Advanced
- Analyze Earned Progress