



School of Professional Advancement

Course Outlines

Doc. No : QA-WI-01

Issue No: 01

Rev : 00

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Course Title IT Applications in Project Management

Course Code XP-600

Course Type: Applied

Pre-Requisite: N/A

Counseling Hours: Class Days

Program: MPM, MSCM

Program Head:

	Name	Signature	Date
Prepared By (Resource Person)	Shoaib Aziz Meer		22 Jan 2017
Checked By (Program Head)			
Approved By (Director SPA)			



Course Description& Format

The course enables the new users to learn the Planning and Scheduling and controlling functions of Primavera Version 8.3 and later.

Weekly readings with exercise for the Students to complete during each session.

Course Instructional Objective

Successful project management is a skilled job; and to achieve success within the defined scope and budget, it is important that project staff keep themselves updated with the latest Project Management Software.

Oracle® Primavera is one such intelligent, flexible, and comprehensive Project Portfolio Management Solution which is easy to use. It enables you to plan, manage and control your project effectively.

Oracle® Primavera can strengthen the project management skills of the course participants in delivering programs on schedule, within budget and within scope.

Course Student Objectives

Upon completion of the course, students will be able to:

-) Learn about Key Project Management Concepts needed to optimally use Oracle Primavera
-) Gain Comprehensive Understanding of Primavera Interface
-) Define Work Breakdown Structure (WBS)
-) Add, Organize & Code Activities
-) Create a project schedule
-) Perform Resource Loading and Leveling
-) Set the Project Baseline
-) Update the Project Schedule
-) Understand Critical Path Method (CPM) Fundamentals and how it impacts the project
-) Track and Monitor progress throughout the project lifecycle
-) Create Customized Reports as per the requirements of the project stakeholders
-) Create project plan at the level of detail that is appropriate for your project



Course Contents: Following is the session-wise breakup of the course:

Session 1

Introduction

-] Purpose of Planning
-] Project Planning Matrices
-] Planning Cycle / Levels of Planning
-] Monitoring and Controlling of a Project

Creating a Project Plan

-] Understanding Planning and Scheduling Software
-] Enterprise Project Management
-] Understanding Level 1 – Planning without Resources
-] Understanding Level 2 – Planning with Resources
-] Understanding Level 3 – Scheduling with Resources, Roles & Budgets
-] Understanding Level 4 – Monitoring & Controlling a Resourced Schedule

Learning Objectives

The main learning objective of the reading is to provide a basic and conceptual understanding purpose on planning and scheduling on planning user software Primavera

Session 2

Starting up and Navigation

-] Logging In
-] The Project Window
-] Top and Bottom Panes of the Window
-] User Preferences
-] Admin Preferences
-] Workshop 1- Navigation around the Windows

Creating a New Project

-] Creating a Blank Project / Setting up a new Project
-] Importing a Project
-] Copying an existing Project
-] Saving Additional Projects and EPS information – Notebook Topics

Learning Objectives

The main learning objective of the reading is to make the end user to navigate around the P6 window pane and roam around to get familiar with the Home work space.

Session 3

Defining Calendars

-] Accessing Global and Project Calendars
-] Assigning the Project Default Project Calendars
-] Creating a new calendar and Resource Calendars
-] Adjusting work Hours, Inherit holidays
-] Calculation of Activity Summary Duration in days



Creating a Project WBS

-) Creating and navigating the WBS workspace
-) Creating and deleting WBS Nodes and nodes Separator
-) WBS lower pane details and categories
-) Why a Primavera WBS so important

Learning Objectives

The main learning objective of the reading is to make the user understand the impact correct calendar setup on schedule and of the WBS which helps the user focus on the end product or service

Session 4

Adding Activities and organizing under the WBS

-) New activities defaults
-) Adding new activities and default activity duration
-) Activity information – Bottom layout
-) Assigning activities to WBS nodes and summarizing activities using WBS

Formatting the Project Display

-) Creating and navigating the WBS workspace
-) Creating and deleting WBS Nodes and nodes Separator
-) WBS lower pane details and categories
-) Why a Primavera WBS so important

Learning Objectives

The main learning objective of the reading is to make the user understand the methods of defining and adding activities into the schedule and formatting the project display as per requirement.

Session 5

Adding Relationships

-) Understanding the Relationships
-) Understanding the leads and lags
-) Assigning Relationships
-) Circular Relationships
-) Scheduling the Projects and Critical Activities Definition

Activity Network View

-) Viewing a Project using activity network view
-) Adding, deleting and dissolving activities in Activity Network Diagram
-) Early dates, late dates and float calculations

Learning Objectives

The main learning objective of the reading is to make the user understand the impact relationships which may have a big impact on the length of the project. Similarly a good understanding of activity network diagram can help the user to understand the relationship between the activities.

Session 6

Constraints

-) Assigning Constraints
-) Project Must Finish Dates
-) Activity Notebook



Group, Sort and Layouts

-) Group and Sort Activities
-) Understanding Layouts
-) Copying a layout to and from another database

Learning Objectives

The main learning objective of the reading is to make the user understand different types of constraints and their impact on the network logic and the dates.

Session 7

Filters

-) Understanding Filters
-) Applying Filters
-) Creating a new filter
-) Modifying a filter

Printing and Reporting

-) Printing and Print Preview
-) Page Set up
-) Options Tab
-) Print Form
-) Print Setup form
-) Reports

Learning Objectives

The main learning objective of the reading is to understand the techniques of using filters in the schedule

Session 8

Scheduling Options and Setting the Baseline

-) Understanding Date Fields
-) Setting the Baseline

Updating and Un-Resourced Schedule

-) Practical method of recording progress
-) Understanding the concepts of Activity life cycle and Percent complete
-) Updating the Schedule
-) Progress Spotlight
-) Scheduling the Project
-) Comparing progress with baseline

Learning Objectives

The main learning objective of the reading is to make the user understand maintenance and assignment of baseline to the Project Schedule and the methods of recording actual progress.

Session 9 Mid Term



Session 10

User and Administrator preferences and advanced scheduling options

-) User Preferences
-) Admin menu
-) Admin preferences
-) Scheduling options
-) Admin Categories

Learning Objectives

The main learning objective of the reading is to make the user understand administrative and user preferences and its impact on the schedule

Session 11

Creating Roles and Resources

-) Understanding resources
-) Creating roles
-) Creating Resources and Resource workspace
-) Understanding the concepts of Activity life cycle and Percent complete
-) Updating the Schedule
-) Progress Spotlight
-) Scheduling the Project
-) Comparing progress with baseline

Session 12

Assigning, Roles, Resources and Expenses

-) Understanding resource calculation and terminology
-) Project Workspace and resource preferences
-) User preferences applicable to assigning resources
-) Activity workspace resource preferences and defaults
-) Expenses
-) Suggested setup for creating Resourced schedule

Learning Objectives

The main learning objective of the reading is to make the user understand the basic objectives of Roles, and resource planning and allocation and its impact on project deliverables and final dates.

Session 13

Resources Optimization

-) Reviewing Resource Loading activity usage profile, resource usage spreadsheet, resource histogram
-) Methods for resolving Resource Peaks and Conflicts
-) Resource Leveling functions
-) Resource Shifts
-) Guideline for leveling
-) Resource Curve



Session 14

Status of a Resourced Schedule

-) Understanding the budget values and Baseline Projects
-) Understanding the Current Data Date
-) Information required to update a resourced schedule
-) Percent complete types
-) Updating the Schedule
-) Updating Resources
-) Updating Expenses

Learning Objectives

The main learning objective of the reading is to make the user understand the basic objectives of resources levelling and impact of resource constraints on project deliverables and dates.

Session 15

Other methods for organizing Project Data

-) Understanding Project WBS
-) Activity Codes
-) User defined fields
-) Project Phase or WBS category
-) Resource Codes
-) EPS level activity codes

Global Change

-) Introducing the Global Change
-) The Basic concept of global change
-) Selecting activities for the global change
-) Temporary values
-) Global Change function

Learning Objectives

The main learning objective of the reading is to make the user understand the basic objectives of organizing the project data in various categories and the use of global change in different ways to add or edit data.



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Recommended Book (s) & Text:

- Project Planning and Control using Primavera P6 by P.E Harris, Eastwood Harris Pty Ltd
- Oracle Primavera P6 Version 8: Project and Portfolio Management by Daniel L. Williams, Elaine Britt Krazer

E-Resources:

ASSESSMENT METHODOLOGY

- Class Participation	- 5
- Assignments	- 25
- Mid Term	- 25
- Team Project/Quiz	- 20
- Final Term Exam	- 25
- Total	- 100

CALENDAR OF ACTIVITIES

Session	Sub-Topic	Readings	Activities
1	Introduction of Primavera / Creating a project plan	P.E Harris Ch-1 & Ch-2	Discussion
2	Starting up and navigation / Creating a new project	P.E Harris Ch-3 & Ch-4	Discussion / workshop
3	Defining Calendar / creating a Project WBS	P.E Harris Ch-5 & Ch-6	Discussion / workshop
4	Adding Activities and organizing under the WBS / Formatting the Project display	P.E Harris Ch-7 & Ch-8	Discussion / workshop
5	Adding Relationships / Activity Network View	P.E Harris Ch-9 & Ch-10	Discussion / workshop
6	Constraints / Group, Sort and Layouts	P.E Harris Ch-11 & Ch-12	Discussion / workshop
7	Filters / Printing and Reporting	P.E Harris Ch-13 & Ch-14	Discussion / workshop
8	Setting Baseline / Scheduling Un-Resourced Schedule	P.E Harris Ch-15 & Ch-16	Discussion / workshop
9	Midterm		
10	User and Administration Preferences / Advanced	P.E Harris Ch-17 & Ch-	Discussion / workshop



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	Scheduling Options	18	
11	Creating Roles and Resources	P.E Harris Ch-19	Discussion / workshop
12	Assigning Roles, Resources & Expenses	P.E Harris Ch-20	Discussion / workshop
13	Resource Optimization	P.E Harris Ch-21	Discussion / workshop
14	Statusing a Resourced Schedule	P.E Harris Ch-22	Discussion / workshop
15	Global Change	P.E Harris Ch-23	Discussion / workshop