

**COURSE 101: ENGINEER (MYPRIMAVERA 4X)**  
**(EARNS 19.5 PDUs & 1.95 CEUs – PMI PROGRAM NUMBER – 101)**

This course provides hands-on training for Primavera’s web-based solution. Participants will receive an overview of project management concepts, assign resources, view and approve timesheets, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios. Participants also will customize the Personal Workspace – their “homepage” – and use the Project Workspace to collaborate with team members, manage documents, and initiate a project request. This three-day course includes lesson reviews and workshops to reinforce course material.

**AUDIENCE:** Existing Primavision users, new Primavera Engineering and Construction users, new Primavera Maintenance and Turnaround users.

**PREREQUISITE:** Fundamental project management training and knowledge of Windows™

***AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:***

- ◆ Describe Primavera Modules
- ◆ Customize Personal Workspace
- ◆ Describe the Project Management Life Cycle
- ◆ Describe Enterprise Project Structure and Work Breakdown Structure
- ◆ Create a Project
- ◆ Customize the Project Workspace and Workgroup
- ◆ Create a Work Breakdown Structure
- ◆ Add Activities
- ◆ Create Relationships
- ◆ Schedule the Project
- ◆ Assign Constraints
- ◆ Assign Resources
- ◆ Optimize, Execute, and Analyze the Project Plan
- ◆ Initiate a Project Request
- ◆ Manage Documents
- ◆ Creating and Analyzing Portfolios

***101 COURSE OUTLINE (3 DAYS)***

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**DAY ONE:**

- ◆ Introduction
- ◆ Describe Primavera Modules
- ◆ Customize Personal Workspace
- ◆ Describe the Project Management Life Cycle
- ◆ Describe Enterprise Project Structure and Work Breakdown Structure
- ◆ Create a Project
- ◆ Customize the Project Workspace and Workgroup

**DAY TWO:**

- ◆ Create a Work Breakdown Structure
- ◆ Add Activities
- ◆ Create Relationships

- ◆ Schedule the Project
- ◆ Assign Constraints
- ◆ Assign Resources

**DAY THREE:**

- ◆ Optimize the Project Plan
- ◆ Execute the Project Plan
- ◆ Analyze the Project Plan
- ◆ Initiate a Project Request
- ◆ Manage Documents
- ◆ Creating and Analyzing Portfolios