

## **COURSE 102: PLANNER/SCHEDULER 5X (P3E/P3EC)** **BASIC COURSE (EARNS 19.5 PDUS & 1.95 CEUS – PMI PROGRAM NUMBER – 102)**

Get started with Primavera Project Planner for the Enterprise through hands-on, basic training. Students will learn planning and scheduling with Primavera 5.0 (P3e/P3ec). Scheduling techniques will be also covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion, using the three elements of project management: schedule, resource and costs.

**AUDIENCE:** New Primavera 5.0 users

**PREREQUISITE:** Fundamental project management training, an understanding of CPM scheduling concepts and knowledge of Windows™

### ***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 Roles to Activities
- ◆ Create Relationships
- ◆ Schedule a Project
- ◆ Add Constraints
- ◆ Organize Activities
- ◆ Assign Resources and Costs to Activities
- ◆ Analyze Resource/Cost Usage
- ◆ Optimize the Schedule
- ◆ Create and Monitor Thresholds
- ◆ Status the Project
- ◆ Analyze the Stated Project

### ***102 COURSE OUTLINE (3 DAYS)***

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#### **DAY ONE:**

- ◆ Introduction to Primavera
- ◆ The Project Management Life Cycle
- ◆ Navigating
- ◆ Managing Multiple Projects
- ◆ Creating a Project
- ◆ Creating a Work Breakdown Structure
- ◆ Adding Activities

#### **DAY TWO:**

- ◆ Maintaining the Project Documents Library
- ◆ Creating Relationships
- ◆ Scheduling
- ◆ Assigning Constraints
- ◆ Formatting Schedule Data
- ◆ Defining Roles & Resources
- ◆ Assigning Roles
- ◆ Assigning Resources and Costs
- ◆ Analyzing Resources

#### **DAY THREE:**

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

#### **WORKSHOPS**

- ◆ Creating a Work Breakdown Structure
- ◆ Adding Activities
- ◆ Creating Relationships
- ◆ Scheduling
- ◆ Assigning Resources and Costs
- ◆ Analyzing Resources
- ◆ Project Execution and Control