

COURSE 108: TRANSITIONING FROM P3 3X TO PRIMAVERA 5.0 BASIC COURSE

(EARNS 13 PDUS & 1.3 CEUS – PMI PROGRAM NUMBER – 108)

This two-day course is specially designed for users moving from Primavera Project Planner (P3) to Primavera 5.0. Numerous charts list how P3 fields and functionality map to Primavera 5.0, enabling users to leverage their existing knowledge of P3 and rapidly adapt to new features in Primavera 5.0. The course begins with navigation, menus, and terminology in Primavera 5.0, and introduces new ways to view layouts and run reports. The course also details how basic tasks in the project management life cycle are executed in Primavera 5.0, including how to create activities, assign and analyze resources, and update the project plan. An appendix at the back of the manual covers how to convert projects from P3 to Primavera 5.0. (Please note that this course is designed for existing users of P3. Those who wish to learn Primavera 5.0, but are not P3 users, should register for Course 102.)

AUDIENCE: Users converting from P3 to Primavera 5.0

PREREQUISITE: Course 601 or experienced P3 users

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

- ◆ Identify Major Hierarchical Structures
- ◆ Create a Project
- ◆ Add Activities
- ◆ Assign Duration Types to Activities
- ◆ Identify New Dates Fields
- ◆ Analyze Resource/Cost Usage
- ◆ Update a Project
- ◆ Format Schedule Data
- ◆ Identify Activity Percent Complete Types
- ◆ Print Layouts
- ◆ Create and Print Reports
- ◆ Create User Defined Fields
- ◆ Define and Run Global Change Statements

108 COURSE OUTLINE (2 DAYS)

DAY ONE:

- ◆ Introduction
- ◆ Navigating
- ◆ Menus and Terminology
- ◆ Building Projects
- ◆ Activities
- ◆ Duration Types
- ◆ Resources and Roles

DAY TWO:

- ◆ Updating a Project
- ◆ Formatting Schedule Data
- ◆ Percent Complete Types and Weighted Steps
- ◆ Printing Layouts
- ◆ Reports
- ◆ Tips and Tricks

ADDITIONAL LESSONS (IF TIME PERMITS):

- ◆ Converting Projects
- ◆ Additional Menu Commands in Primavera
- ◆ Transferring Data between Primavera and Microsoft Excel

WORKSHOPS:

- ◆ Identify Activity Types