

COURSE 700: CONTRACTOR (PRIMAVERA CONTRACTOR) BASIC COURSE

(EARNS 13 PDUS & 1.3 CEUs – PMI PROGRAM NUMBER - 700)

Get started with Primavera Contractor through hands-on, basic training. This course examines how Contractor is used in Project Management for planning, scheduling, control and analysis.

AUDIENCE: New Primavera Contractor users

PREREQUISITE: Working knowledge of Windows™

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

- ◆ Create a Project
- ◆ Assign a Calendar
- ◆ Add Activities and Relationships to a Project
- ◆ Organize a Project Using Activity Codes
- ◆ Perform Manual Schedule Calculations
- ◆ Apply Constraints to an Activity
- ◆ Modify Activity Information
- ◆ Track Progress on an Activity
- ◆ Create and Customize Layouts
- ◆ Apply Filters to a Project
- ◆ Customize the Appearance of a Project For Reporting Purposes
- ◆ Import and Export Project Data

700 COURSE OUTLINE (2 DAYS)

DAY ONE:

- ◆ Introduction
- ◆ Navigating
- ◆ Creating a Project and WBS
- ◆ Creating Activities
- ◆ Creating Relationships
- ◆ Scheduling
- ◆ Applying Constraints

DAY TWO:

- ◆ Adding Resources
- ◆ Optimizing the Project Plan
- ◆ Baselineing the Project Plan

- ◆ Executing the Project Plan
- ◆ Creating Output
- ◆ Customizing Projects

WORKSHOPS

- ◆ Creating a Work Breakdown Structure
- ◆ Adding Activities
- ◆ Creating Relationships
- ◆ Scheduling
- ◆ Assigning Resources and Costs
- ◆ Executing the Project Plan