

PRIMAVERA P6 TRAINING COURSE

ITX Oz will be conduct regular Primavera P6.1 (client server version) training courses in Australian capital cities.

Go to www.primavera.com.au for details of these courses

OBJECTIVE OF THIS P6 CLIENT SERVER COURSE

This ITX Oz course covers the following topics:

- ❖ Day 1 – Introduction to the user interface and how to plan projects without resources.
- ❖ Day 2 – Filters layouts, printing, baselines, updating an un-resourced project, creating and assigning roles/resources and controlling projects with resources.
- ❖ Day 3 – Setting up/administering a database plus advanced features including import/export, Activity Codes, Custom Data Fields and Global Change.

WHO SHOULD ATTEND THIS COURSE

The following people should consider attending this ITX Oz course:

- ❖ **Programme Managers** and **Project Control staff** evaluating the software against your organisational requirements.
- ❖ **Project schedulers** who wish to learn how to use the software to schedule and control projects.
- ❖ **Database managers** who wish to understand how to set up and administer a database.
- ❖ **Experienced project personal** who wish to learn how to schedule and control a project.

PREREQUISITES FOR THE COURSE

It is important that people who attend this ITX Oz course know and understand:

- ❖ How projects are managed with a sound understanding of project management processes.
- ❖ The ability to use personal computers with a good understanding of the operating system and Microsoft Office products
- ❖ Prior experience in other planning and scheduling software such as Microsoft Project, SureTrak or P3 would be very beneficial.

COURSE FACILITATOR & MATERIAL

- ❖ ITX Oz has secured the services of Paul Harris the author of over 25 books on planning and scheduling software including a number written about the latest of the Primavera Enterprise software Primavera P6.1.
- ❖ The course material is "Project Planning & Control Using Primavera P6" written by Paul Harris for courses such as this and unlike other training material the format allows the book to be used as a reference book after the course.

COURSE DETAILS

- ❖ The course dates are from 3 - 5 March, 9 - 11 June and 1 - 3 September 2009 from 8:30am to 5:00pm.
- ❖ The course will be held at a location in St Kilda Road, South Melbourne.
- ❖ The cost of the course is \$2,100.00 + GST.
- ❖ Discount of 10% for a booking of two or more people.
- ❖ The fee is to be paid 14 days in advance of the course start date.
- ❖ To register for this course please contact Lizda Ahad by email: lizda.ahad@itxinternational.com.
- ❖ For further information please contact Paul Harris on 04 1118 7701 or paulharris@myitxgroup.com.

COURSE CONTENT

The course content includes the following modules but the order and day each module is presented on may change:

DAY 1

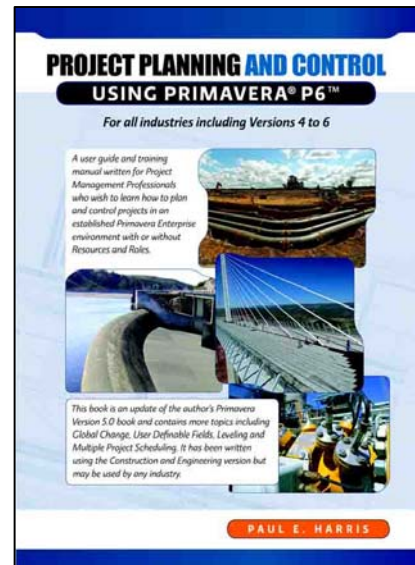
- 1 Introduction
- 2 Creating a Project Plan
- 3 Starting Up and Navigation
- 4 Creating a New Project
- 5 Defining Calendars
- 6 Creating a Primavera Project WBS
- 7 Adding Activities & Organizing Under the WBS
- 8 Formatting the Display
- 9 Adding Relationships
- 10 Activity Network View
- 11 Constraints

DAY 2

- 12 Filters
- 13 Group, Sort and Layouts
- 14 Printing
- 15 Tracking Progress
- 16 User and Administration Preferences and Advanced Scheduling Options
- 17 Creating Roles and Resources
- 18 Assigning Roles, Resources and Expenses
- 19 Resource Optimization

DAY 3

- 20 Statusing A Resourced Schedule
- 21 Other Methods of Organizing Data
- 22 Global Change
- 23 Managing the Enterprise Environment
- 24 Multiple Project Scheduling
- 25 Utilities

**ABOUT THE AUTHOR**

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a "Managing Successful Programmes" Registered Practitioner. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services world wide with a strong focus on Microsoft Project and Primavera software.

ABOUT THE BOOK

This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level. It covers Primavera Versions from 3.5 onwards and it explains some of the differences from SureTrak, P3, Microsoft Project and Asta Powerproject to assist people converting from other products. The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment. It explains in plain English and in a logical sequence, the steps required to create and maintain an unresourced and resourced schedule. It tackles some of the more complex aspects of the software that the user manual does not address. It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule.