

Primavera™ Courses

Essential Training to Develop Skills

Primavera™ software Training Courses are offered by the ECITB preferred provider Milestone. Primavera™ Courses offer a quick and cost effective way of developing skill and expertise in the use of the Modules that comprise the Primavera™ suite of Project Management tools. Through training, individuals gain a good grasp of the software, and the best way to use them.

Milestone is a Primavera™ Authorised Representative and Trainer and an ISO 9001 company. Each course delegate receives the appropriate Primavera™ produced training support materials and a Primavera™ certificate to take away after the training.

Primavera™ Enterprise (v5/v6) – Project Management Module (basic) Course 102

Purpose of the programme

The course will provide individuals with a comprehensive overview of Primavera™ Enterprise (v5/v6). Individuals will also be given an introduction to Programme Management as well as a thorough background in the concepts of project planning and controlling on an Enterprise level. Scheduling techniques will also be covered.

Who should follow this programme?

This course is aimed at new Primavera™ Enterprise (v5/v6) users. This is a standard, software functionality-based class. Industry specific offerings/examples are not included in standard classes. Individuals must have Fundamental Project Management training and a working knowledge of Windows™.

The programme in detail

The three-day course includes ten hands-on workshops that take individuals through to creating a project, schedule, resource and cost plan and tracking it through to completion in the context of the programme.

The workshops are outlined below:

- ▶ Add a Project to the Project Structure
- ▶ Create a Work Breakdown Structure
- ▶ Add Reference Documents
- ▶ Add Activities
- ▶ Add Steps and Codes to Activities
- ▶ Create Relationships
- ▶ Schedule a Project
- ▶ Add Constraints
- ▶ Organise Activities
- ▶ Assign Resources and Costs
- ▶ Analyse Resource/Cost Usage
- ▶ Optimise the Schedule
- ▶ Status the Project
- ▶ Analyse the Updated Project

The course also includes class exercises.

Primavera™ Enterprise (v5/v6) – Project Management Module (advanced) Course 106

Purpose of the programme

This course provides hands-on training for Primavera's™ client/server based solution. This course is designed to give current users a more in-depth look at the software. Many of the lessons will aid the project office in determining how to setup calendars, user fields, global data items, and much more.

Who should follow this programme?

This course is aimed at Programme Managers, Project Managers, Administrators, Planners/Schedulers and those that have completed the course 102. Individuals must have a working knowledge of Windows™.

The programme in detail

This two-day course is designed to give current Primavera™ Enterprise (v5/v6) users a more in-depth look at the software. The lessons can be performed independent of one another to allow flexibility in the course. Each lesson will aid the project office in determining how to setup users, maintain security, and define global data items, such as calendars and activity codes. Other lessons will aid Project Managers in creating budgets, modifying multiple activities using global change, and performing extensive earned value analysis. Many options for sharing project information will be covered including: Project Website, project check in/out and project import/export.

The workshops are outlined below:

- ▶ Creating Calendars
- ▶ User Fields and Global change
- ▶ Using Codes in Primavera™
- ▶ Summarising Project Data & Running Job Services
- ▶ Advanced resource and Role Analysis
- ▶ User Access
- ▶ Duration Types
- ▶ Calculating Percent Complete
- ▶ Earned Value and Weighted Milestones
- ▶ Monitor Issues and Thresholds
- ▶ Importing and Exporting Data
- ▶ Transferring Data Between Primavera™, Microsoft Excel

The course also includes class exercises.

Primavera™ myPrimavera for Enterprise (v5/v6) – Using myPrimavera™ Course 101

Purpose of the programme

This course provides hands-on training for Primavera's™ web-based solution.

Who should follow this programme?

This course is aimed at Programme Managers and Project Managers and for existing myPrimavera™ users. Individuals must have a working knowledge of Windows™.

The programme in detail

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 analyse portfolios. Participants also will customise 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.

The workshops are outline below:

- ▶ Describe Primavera™ Modules
- ▶ Customise Personal Workspace
- ▶ Describe the Project Management Life Cycle
- ▶ Describe Enterprise Project Structure and Work Breakdown Structure
- ▶ Create a project
- ▶ Customise the Project Workspace and Workgroup
- ▶ Create a Work Breakdown Structure
- ▶ Add activities
- ▶ Create relationships
- ▶ Schedule the project
- ▶ Assign constraints
- ▶ Assign resources
- ▶ Optimise, execute, and analyse the project plan
- ▶ Initiate a project request
- ▶ Manage documents
- ▶ Creating and analysing portfolios

Primavera™ P3 to Primavera™ Enterprise (v5/v6) – Migration from P3 to Primavera™ Enterprise Course 108

Purpose of the programme

This course is specially designed to assist existing P3 users who are moving to Primavera™ Enterprise (v5/v6). Numerous charts list how P3 fields and functionality map to Primavera™ Enterprise (v5/v6), enabling users to leverage their existing knowledge of P3 and rapidly adapt to new features in Primavera™ Enterprise (v5/v6).

Who should follow this programme?

This course is aimed at existing P3 users who are moving to Primavera™ Enterprise(v5/v6) – Those who wish to learn Primavera™ Enterprise(v5/v6), but are not P3 users, should register for Course 102.

The programme in detail

The two-day course details how basic tasks in the project management life cycle are executed in Primavera™ Enterprise (v5/v6), including how to create activities, assign and analyse resources, and update the project plan. An appendix at the back of the manual covers how to convert projects from P3 to Primavera™ Enterprise (v5/v6).

The workshops are outlined below:

- ▶ Identify Major Hierarchical Structures
- ▶ Create a Project
- ▶ Add Activities
- ▶ Assign Duration Types to Activities
- ▶ Identify New Date Fields
- ▶ Analyse 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

The course also includes class exercises.

Primavera™ P3 – Planning & Scheduling with P3 (basic) Course 601

Purpose of the programme

The course will provide individuals with a thorough background in the concepts of planning and scheduling while learning P3 for Windows™. Individuals will be taught how to define a project and coding structures and assign resources and costs to a project.

Who should follow the programme?

The course is aimed at New P3 users. A working knowledge of Windows™ is required for those attending this course.

The programme in detail

This three-day course includes 11 hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources and costs. Scheduling techniques will also be covered.

The workshops are outlined below:

- ▶ Define the project and coding structures · Assign resources and costs to a project
- ▶ Add and organise activity data
- ▶ Create target schedule
- ▶ Develop a project network with precedence relationships
- ▶ Enter statusing data to update a schedule
- ▶ Perform schedule calculations · Store period performance
- ▶ Apply constraints to a schedule · Produce project output
- ▶ Customise the project layout

The course also includes class exercises.

Primavera™ P3 – Resource and Cost Analysis with P3 (advanced) Course 602

Purpose of the programme

The course is designed to provide individuals with an in-depth view of managing resources and cost using Primavera™ Project Planner for Windows™. It examines how to use P3 for resource and cost planning, control and analysis.

Who should follow the programme?

The course is aimed at Resource Managers and Project Control Engineers as well as those that have attended the Primavera™ Planning & Scheduling with P3 Course 601.

The programme in detail

The workshops covered on this one-day course are outlined below:

- ▶ Analyse resource usage through resource profiles
- ▶ Assign hierarchical resources
- ▶ Define driving resources
- ▶ Create resource/cost curves
- ▶ Run resource/cost reports
- ▶ Apply resource calendars to a schedule
- ▶ Level resources

The course also includes class exercises.

Primavera™ P3 – Managing Project Data with P3 (advanced) Course 603

Purpose of the programme

The course is designed to provide individuals with an overview of how to build on existing project data, modify data using Global Change and utilise Primavera's™ Web Publishing Wizard. Individuals will be taught how to become proficient at using the power of P3 for maximum control of their projects.

Who should follow the programme?

The course is aimed at Resource Managers and advanced P3 users as well as those that have attended the Primavera™ Planning & Scheduling with P3 Course 601.

The programme in detail

The workshops covered on this one-day course are outlined below:

- ▶ Create a project group
- ▶ Store and retrieve fragnets
- ▶ Copy and paste data between projects
- ▶ Alter schedule logic in PERT
- ▶ Export/Import data to a spreadsheet and other formats
- ▶ Define and assign custom data items
- ▶ Modify project data through global change
- ▶ Use Primavera Draw
- ▶ Attach objects to activities
- ▶ Link objects to the layout
- ▶ Utilize "Fit to page" printing in PERT
- ▶ Display P3 data in Metafile format
- ▶ Create Intranet web pages using the Web Publishing Wizard

The course also includes class exercises.

Primavera™ Contractor – Using Primavera™ Contractor Course 700

Purpose of the programme

The course is designed to provide a comprehensive overview of Primavera™ Contractor. It examines how to use Contractor for project planning, scheduling, control and analysis and explains how Contractor interacts with the Primavera™ v5 solution.

Who should follow the programme?

The course is aimed at new Contractor users and those that have a working knowledge of Windows™.

The programme in detail

This two-day course comprises of a series of workshops which cover creating, maintaining and reporting project data.

- ▶ Create a project
- ▶ Assign a calendar to a project
- ▶ Add activities and relationships to a project
- ▶ Organise 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

The course also includes class exercises.

Primavera™ SureTrak– Using SureTrak Project Manager Course 401

Purpose of the programme

The course is designed to provide individuals with a comprehensive overview of SureTrak Project Manager for Windows™. It examines how to use SureTrak for project planning, scheduling, control and analysis.

Who should follow the programme?

The course is aimed at new SureTrak users. Individuals must have a working knowledge of Windows™.

The programme in detail

This two-day course covers a number of key areas, outlined below:

- ▶ Create a project
- ▶ Set up calendars
- ▶ Organise a project using activity codes
- ▶ Add activities and relationships to a project
- ▶ Perform schedule calculations
- ▶ Apply constraints to reflect reality
- ▶ Edit and modify activity information
- ▶ Manage resource and costs
- ▶ Track and record progress
- ▶ Create and customize layouts
- ▶ Use filters to select specific activities
- ▶ Control printed output
- ▶ Create project reports

The course also includes class exercises.

Primavera™ Expedition – Using Primavera™ Expedition Course E202

Purpose of the programme

The course provides individuals with a comprehensive overview of Expedition. It teaches individuals how to manage contract execution; log and track project-critical documents and analyse and control costs.

Who should follow the programme?

The course is aimed at Project Administrators. A working knowledge of Windows™ and Internet Explorer is required.

The programme in detail

This three-day course covers a number of key areas outlined below:

- ▶ Create a Project
- ▶ Develop a company directory
- ▶ Track Drawings
- ▶ Track Daily Reports
- ▶ Prepare Meeting Minutes
- ▶ Log and track submittal items
- ▶ Document Issues
- ▶ Track Costs and Contracts
- ▶ Set up and status Payments Requisitions
- ▶ Manage the change process
- ▶ Use reports for analysis
- ▶ Resolve Issues
- ▶ Track safety documents

The course also includes class exercises.



To find out more

- ▶ Visit the ECITB website at www.ecitb.org.uk
- ▶ Visit www.milestoneuk.com
- ▶ Contact your ECITB Account Manager

For levy paying companies without abatement, the ECITB grant will equate to the cost of the course. Abatement rules will apply for those companies with abatement.

In all cases, ECITB expenditure must be approved by the ECITB prior to the course or course place being confirmed.



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