# KLEIOS®

## TECHNOLOGIES

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## ORACLE PRIMAVERA TRAINING

### COURSE SYLLABUS

## KLEIOS TECHNOLOGIES®

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## COURSE SYLLABUS

| S.No | Topics |
|------|--------|
| 1 | **INTRODUCTION**<br><br>**Primavera Introduction**<br><br>• Primavera P6 Professional<br><br>• About P6 Release 20.12<br><br>• GUI of Primavera P6 Release 20.12 |
| 2 | **INITIATING PROCESS GROUP**<br><br>**Data Structure of primavera**<br><br>• Organizational Breakdown Structure<br><br>• Procedure to Create an OBS<br><br>• Delete an OBS<br><br>• Enterprise Project Structure<br><br>• Delete an EPS<br><br>• EPS Page |
| 3 | **PLANNING PROCESS GROUP**<br><br>**Projects**<br><br>• Create Projects<br><br>• Procedure to Create Projects<br><br>• Delete Projects or EPS Elements<br><br>• Opening Projects or Templates in the EPS<br><br>• Projects Detail Window |
| 4 | **Calendar**<br><br>• Introduction to Calendar<br><br>• Types of Calendar<br><br>• Creating Global Calendar<br><br>• Procedure to Create a Calendar<br><br>• Exception<br><br>• Creating Projects Calendar<br><br>• Changing a Project Calendar to a Global Calendar |

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|---|---|
| | • Creating Resource Calendars |
| | • Assigning a Resource to Resource Calendar |
| | • Timescale in Gantt Chart |
| 5 | **Work Breakdown Structure** |
| | • Introduction to WBS |
| | • WBC Structure |
| | • Creating a WBS |
| | • Working with WBS Elements |
| | • Creating a WBS from a Template |
| | • Configuring General WBS Information |
| 6 | **Activities** |
| | • Introduction about an Activity |
| | • Assign Calendar to the Projects |
| | • Creating Activities |
| | • Configuring General Tab |
| | • Adding activities using Activity Details |
| 7 | **Relationship** |
| | • Introduction about Relationship |
| | • Types of Relationship |
| | • Adding Relationship to the Activities |
| | • Adding Relationship using mouse |
| | • Linking Activities in Series |
| | • Predecessor and Successor Form in Activity detail Window |
| | • Dissolve Activity |
| | • Apply Lead or Lag |
| | • Creating a Relationship |
| 8 | **Scheduling** |
| | • Introduction about Scheduling |
| | • Critical Path Method |
| | • Procedure for Scheduling |

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| | • Schedule Check |
| 9 | **Constraints** <br><br> • Introduction about Constraints <br><br> • Types of Constraints <br><br> • Constraints <br><br> • Constraints Categories |
| 10 | **Codes** <br><br> • Introduction about Codes <br><br> • Projects Codes <br><br> • Activity Codes <br><br> • Resource Codes |
| 11 | **Roles** <br><br> • Introduction about Roles <br><br> • Administration page in Resource tab <br><br> • Creating Roles <br><br> • Detail Window <br><br> • Assigning a Resource to a Role <br><br> • Role Team <br><br> • Creating a Role Teams |
| 12 | **Resources & Its Team** <br><br> • Introduction about Resources <br><br> • Types of Resources <br><br> • Define Resources <br><br> • Resources Team <br><br> • Introduction about Resource Team <br><br> • Define Resource <br><br> • Drive Activity Dates <br><br> • Methods |
| 13 | **Assigning a Resource** <br><br> • Assigning a Resources to an Activity |

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| | • Multiple Activities<br>• Assign Role to an Activity<br>• Assign Resource to Role<br>• Resource Curve |
| 14 | **Resource Analysis & Levelling**<br>• Introduction about Analysis of a Resource<br>• Analysis<br>• Project Workspace<br>• Team Usage<br>• Resource Analysis<br>• Resource Levelling<br>• Duration Type<br>• Manual Methods of Resource Levelling |
| 15 | **Baseline**<br>• About Baselines<br>• Setting Baseline<br>• Assign Baseline<br>• Display Baselines<br>• Customize Gantt chart |
| 16 | **EXECUTION PROCESS GROUP**<br>**User Defined Fields**<br>• Introduction about User Defined Fields<br>• Creating Activity UDF<br>• WBS UDF<br>• Expense UDF<br>• User Defined Field<br>• Global Change |

| 17 | **Update** |
|----|------------|
|    | • Introduction about Update |
|    | • Choose a Method for Updates |
|    | • Percentage Update |
|    | • Updating the Progress of Activities |
|    | • Units % Complete |
|    | • Physical % Complete |
|    | • Progress Spotlight |
|    | • Types of Updates |
|    | • Manual Update |
|    | • Physical % Complete |
|    | • Units % Complete |
|    | • Automatic Updates |
|    | • Display a Progress Line in the Gantt Chart |
| 18 | <u>**MONITORING CONTROL PROCESS GROUP**</u> |
|    | **Tracking** |
|    | • Introduction about Tracking |
|    | • Earned Value Analysis |
|    | • Earned Value Fields |
| 19 | **Views** |
|    | • Introduction about Views |
|    | • Activity View |
|    | • EPS View |
|    | • Customize Columns |
|    | • Customize Filters |
|    | • Customize Bars |
|    | • Customize activity Network |
|    | • Gantt chart View |
|    | • Activity Layout |
|    | • Filter, Group & sort |

| 20 | **CLOSING PROCESS GROUP** |
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|    | **Reports** |
|    | • Introduction about Reports |
|    | • Procedure to take Reports |
|    | • Tabular Reports |
|    | • Create New Report through Wizard |
|    | • Report Group |
|    | • Batch Report |
|    | • Report Preference |
|    | • Graphical Report |