

# Primavera P6 Professional Fundamentals Rel 16

## **Understanding P6 Data**

- Describing Enterprise and Project-Specific data
- Logging In
- Opening an Existing Project
- Opening and Customizing Layouts

## **Enterprise Project Structure**

- Describing Components of EPS

## **Creating a Project**

- Create a project
- Navigating in the Projects Window
- Viewing Project Details

## **Creating a Work Breakdown Structure**

- Defining a Work Breakdown Structure
- Creating the WBS Hierarchy

## **Adding Activities**

- Describing an Activity and its Components
- Describing Activity Types
- Adding Activities
- Adding a Notebook Topic
- Adding Steps to an Activity
- Assigning Activity Codes

## **Creating Relationships**

- Viewing a Network Logic Diagram
- Relationship Types
- Creating Relationships

## **Scheduling**

- Performing a Forward and Backward Pass
- Describing Float

## **Assigning Constraints**

- Applying an Overall Deadline to a Project
- Apply a Constraint to an Activity

## **Using Reflection Projects**

- Creating a Reflection Project
- Merging Changes

## **Formatting Schedule Data**

- Grouping Activities
- Sorting
- Filtering

## **Roles and Resources**

- Describing Roles and Resources
- Viewing Dictionaries

## **Assigning Roles**

- Assigning Roles to an Activity
- Assign Rates on Roles

## **Assigning Resources**

- Assigning Resources
- Adjusting Budgeted Units/Time

## **Analyzing Resources**

- Displaying the Resource Usage Profile

## **Optimizing the Project Plan**

- Analyzing Schedule Dates
- Shortening a Project Schedule
- Analyzing Resource Availability

## **Baselining the Project Plan**

- Creating a Baseline Plan
- Display Baseline Bars on the Gantt Chart

## **Project Execution and Control**

- Describing Methods for Updating the Schedule
- Using Progress Spotlight
- Statusing Activities
- Rescheduling the Project

## **Reporting Performance**

- Describing Reporting Methods
- Running a Schedule Report
- Creating a report with the Report Wizard