

Training Type	Training Contents
<b>PM Qualifying</b>	<ul style="list-style-type: none"> <li>▪ Learn about the functions and advantages of using professional project management by means of a real project situation (parallel management of three construction projects in a multi-project management environment).               <ul style="list-style-type: none"> <li>○ Structuring a project environment</li> <li>○ Developing a project plan</li> <li>○ Display dependences and fixed schedules in the plan</li> <li>○ Cost- and resource management</li> <li>○ Updating in the project</li> <li>○ React to changes in the plan</li> <li>○ Recipient oriented reporting</li> </ul> </li> <li>▪ Target: Manage projects within time and budget, with challenges occurring during the course of the project</li> <li>▪ Better decisions based on reliable data from Primavera P6</li> </ul>
<b>P6 Client – Basics (Part 1)</b>	<ul style="list-style-type: none"> <li>▪ Brief presentation of Primavera P6</li> <li>▪ User settings</li> <li>▪ Creating and managing project superior structures</li> <li>▪ Using project specific structures</li> <li>▪ Project administration and interaction between project management and users</li> <li>▪ Creating user and security profiles customized to the project organization</li> <li>▪ Creating management data</li> <li>▪ Import and export of project data</li> <li>▪ Creating and managing portfolios</li> <li>▪ Managing global layouts</li> <li>▪ Further administrative tasks</li> </ul>
<b>P6 Client – Basics (Part 2)</b>	<ul style="list-style-type: none"> <li>▪ Presentation of Primavera P6</li> <li>▪ Interaction of project management processes</li> <li>▪ Using project superior and -specific structures</li> <li>▪ Knowing and interpreting project- and activity data</li> <li>▪ Creating and calculating schedules</li> <li>▪ Using constraints</li> <li>▪ Resource- and cost management</li> <li>▪ Working with layouts</li> <li>▪ Creating and analyzing baseline comparison</li> <li>▪ Updating project data</li> <li>▪ Analyzing and managing project data</li> <li>▪ Creating simple reports</li> </ul>

<b>P6 Client – Refresher</b>	<ul style="list-style-type: none"> <li>▪ Project management processes</li> <li>▪ Primavera P6 desktop</li> <li>▪ Structures – an overview</li> <li>▪ Creating and calculating schedules</li> <li>▪ Defining and assigning calendars</li> <li>▪ Assigning constraints</li> <li>▪ Working with layouts</li> <li>▪ Resource management – a first overview</li> <li>▪ Cost management – a first overview</li> <li>▪ Creating baselines</li> <li>▪ Updating – a first overview</li> <li>▪ Project analysis</li> <li>▪ Reporting</li> </ul>
<b>P6 Client – Reporting</b>	<ul style="list-style-type: none"> <li>▪ Creating reports with the Primavera Report Wizard</li> <li>▪ Customize existing and create new reports using the Primavera Report Modifier</li> <li>▪ Select the right starting point for new reports</li> </ul>
<b>P6 Client – for Professionals</b>	<ul style="list-style-type: none"> <li>▪ Short refreshing and in-depth study of Primavera P6 functionalities</li> <li>▪ Milestones in enhanced planning techniques</li> <li>▪ Cost management and -evaluation in Primavera P6</li> <li>▪ Use of Budget and Spending</li> <li>▪ Alarm mechanisms in Primavera P6 – Issues &amp; Thresholds</li> <li>▪ Progress report (overview of current options)</li> <li>▪ Reports in Primavera P6 and external</li> <li>▪ Risk management in Primavera P6</li> <li>▪ Import, Export, Interfaces</li> <li>▪ Simulations with Tracking View</li> <li>▪ New features in Primavera P6</li> </ul>
<b>P6 Client – Upgrade from P3</b>	<ul style="list-style-type: none"> <li>▪ Project management processes</li> <li>▪ Presentation of Primavera P6</li> <li>▪ Differences in data management (P3 – P6)</li> <li>▪ Structures/elements (further options compared to P3)</li> <li>▪ Project- and activity data (compared to P3)</li> <li>▪ Creating and calculating schedules</li> <li>▪ Calendars and constraints (compared to P3)</li> <li>▪ Resource- and cost management</li> <li>▪ Working with layouts in P6</li> <li>▪ Baseline comparison</li> <li>▪ Updating</li> <li>▪ Managing projects</li> <li>▪ Reporting in P6</li> <li>▪ Exporting and importing schedules from P3 nach P6</li> <li>▪ Optional: Migrating to P6</li> </ul>

<b>P6 Client – Upgrade from MSP</b>	<ul style="list-style-type: none"> <li>▪ Project management processes</li> <li>▪ Primavera P6 desktop</li> <li>▪ Structuring – overview</li> <li>▪ Creating and calculating schedules</li> <li>▪ Defining and assigning calendars</li> <li>▪ Working with layouts</li> <li>▪ Resource Management – preliminary overview</li> <li>▪ Cost Management – preliminary overview</li> <li>▪ Creating baselines</li> <li>▪ Updating – preliminary overview</li> <li>▪ Project analysis</li> <li>▪ Reporting</li> <li>▪ Importing, exporting and data transfer in Primavera P6</li> <li>▪ Connecting external contractors</li> <li>▪ Migrating from MS Project to P6 – basic requirements and guidelines</li> </ul>
<b>P6 Web – Project Manager</b>	<ul style="list-style-type: none"> <li>▪ Presentation of Primavera P6 Web</li> <li>▪ Interpretation of project- and activity data</li> <li>▪ Creating and calculating schedules</li> <li>▪ Using constraints</li> <li>▪ Analysing schedules</li> <li>▪ Resource- and cost management</li> <li>▪ Updating project data</li> <li>▪ Managing project data</li> <li>▪ Evaluations via reports</li> <li>▪ Information transfer to project members (Collaboration)</li> </ul>
<b>P6 Web – Portfolio Analysis and Controlling</b>	<ul style="list-style-type: none"> <li>▪ Presentation of Primavera P6 Web</li> <li>▪ Superior analysis of project and portfolios</li> <li>▪ Graphic and tabular illustration of portfolios</li> <li>▪ Project indicator</li> <li>▪ Creating analysing tools</li> <li>▪ Planning scenarios</li> </ul>
<b>P6 Web – Communication and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Basics of communication</li> <li>▪ Specifically disclose and document ideas, know-how and information in the project</li> <li>▪ Collaboration of different groups and hierarchies</li> </ul>
<b>P6 Web – Resource Manager</b>	<ul style="list-style-type: none"> <li>▪ Presentation of Primavera P6 Web</li> <li>▪ Maintain the resource pool</li> <li>▪ Resource management</li> <li>▪ Analysis of resource capacity</li> <li>▪ Evaluation via reports</li> <li>▪ Share information (Collaboration)</li> </ul>
<b>P6 Timesheets</b>	<ul style="list-style-type: none"> <li>▪ Read-out own project activities</li> <li>▪ Knowing activity information</li> <li>▪ Interaction of P6 and Timesheets</li> <li>▪ Activity progress reports</li> </ul>

<b>Project Planner P3 – Basics</b>	<ul style="list-style-type: none"> <li>▪ Presentation of the P3-desktop</li> <li>▪ Project management processes</li> <li>▪ Creating and structuring projects</li> <li>▪ Creating schedules</li> <li>▪ Calculating schedules</li> <li>▪ Defining calendars</li> <li>▪ Assigning constraints</li> <li>▪ Working with filters and layouts</li> <li>▪ Planning capacities and costs</li> <li>▪ Creating baselines</li> <li>▪ Updating schedules</li> <li>▪ Project analysis and reports</li> <li>▪ Baseline comparison und project utilities</li> </ul>
<b>Project Planner P3 – Refresher</b>	<ul style="list-style-type: none"> <li>▪ P3 desktop</li> <li>▪ Project management processes</li> <li>▪ Creating and structuring projects</li> <li>▪ Creating schedules</li> <li>▪ Calculating schedules</li> <li>▪ Defining calendars</li> <li>▪ Assigning constraints</li> <li>▪ Working with filters and layouts</li> <li>▪ Managing capacities and costs</li> <li>▪ Creating baselines</li> <li>▪ Updating schedules</li> <li>▪ Project analysis and reports</li> </ul>
<b>Pertmaster – Monte-Carlo-Simulation</b>	<ul style="list-style-type: none"> <li>▪ Recapitulation of important relations and concepts in regards to scheduling</li> <li>▪ Main features of risk management</li> <li>▪ Risk types</li> <li>▪ PERTMaster Project Risk desktop</li> <li>▪ From the schedule to stochastic evaluation</li> <li>▪ Schedule in Project RISK</li> <li>▪ Duration analysis</li> <li>▪ Analyses and simulation of cost development</li> <li>▪ Enhanced techniques and simulation options</li> <li>▪ "Sensitivity" in Project RISK</li> <li>▪ Layouts and display options of simulation results</li> <li>▪ Risk management and iEPM – an outlook</li> </ul>

<b>Primavera System Administrator</b>	<ul style="list-style-type: none"> <li>▪ General             <ul style="list-style-type: none"> <li>○ Introduction to the Primavera P6 Suite</li> </ul> </li> <li>▪ P6 Installation             <ul style="list-style-type: none"> <li>○ Configuration of Connections (Protocol Settings)</li> <li>○ Background Jobs (Background Agent, Job Service)</li> <li>○ Standalone Installation &amp; Silent Installation (Unattended Setup)</li> </ul> </li> <li>▪ P6 Configuration             <ul style="list-style-type: none"> <li>○ Global settings for different für user groups</li> <li>○ Granting licenses</li> <li>○ Granting rights</li> <li>○ LDAP</li> <li>○ Additional configurations</li> </ul> </li> <li>▪ Interfaces             <ul style="list-style-type: none"> <li>○ Interfaces</li> <li>○ Data import and export</li> </ul> </li> <li>▪ Database             <ul style="list-style-type: none"> <li>○ Data security concepts</li> <li>○ Database validation tools</li> </ul> </li> <li>▪ Web-Applications             <ul style="list-style-type: none"> <li>○ P6 Web Administrator</li> <li>○ TPGS Administrator</li> </ul> </li> <li>▪ Network performance             <ul style="list-style-type: none"> <li>○ Windows Terminal Server and</li> <li>○ Citrix Installation</li> </ul> </li> <li>▪ Troubleshooting</li> <li>▪ Primavera Knowledgebase</li> </ul>
<b>Project Management Basics</b>	<ul style="list-style-type: none"> <li>▪ Initiate and organize projects</li> <li>▪ Setup and establish teams</li> <li>▪ Project stakeholder, stakeholder identification and analysis</li> <li>▪ Develop a solid schedule</li> <li>▪ Project phases and milestones</li> <li>▪ Develop a project structure plan</li> <li>▪ Resource- and cost planning</li> <li>▪ Target performance comparison</li> <li>▪ Project completion</li> </ul>
<b>Project Controlling for Project Managers</b>	<ul style="list-style-type: none"> <li>▪ Collect, process and analyze data to enable target-oriented decisions</li> <li>▪ Cooperation between the different management levels involved in the project</li> <li>▪ Top down vs. bottom up</li> <li>▪ Project status report</li> <li>▪ Target-performance comparison (costs, schedules, efforts)</li> <li>▪ Key data systems</li> <li>▪ Earned value management</li> <li>▪ Illustration of examples in Primavera</li> </ul>
<b>Network Planning</b>	<ul style="list-style-type: none"> <li>▪ Network planning with event nodes, activity nodes or -paths</li> <li>▪ Forward-/backward calculation, total float, critical path</li> <li>▪ Terms definition of longest path, driving path</li> <li>▪ Planning methodologies (critical chain, critical path)</li> <li>▪ Frequent weak points in planning</li> <li>▪ Impulses for an early warning system</li> </ul>

<b>More Transparency in Multi-Project Environments (iEPM-Method)</b>	<ul style="list-style-type: none"> <li>▪ Develop structured project planning for project controlling</li> <li>▪ Creation of top down plans down to the level of work packages and deducing a method for project control</li> <li>▪ Establish clearly defined cross-project terms in order to create transparency in a multi-project environment</li> <li>▪ Develop a method for the successful cooperation between the different project participants</li> <li>▪ Gain comprehensive information regarding integrated enterprise project management</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>▪ "Triangle of project objectives" and deterministic planning</li> <li>▪ Handling risks:             <ul style="list-style-type: none"> <li>○ Risk identification and assessment</li> <li>○ Managing risks</li> <li>○ Documentation and managing risks</li> <li>○ Dealing with non-identifiable risks</li> <li>○ Illustration of risks in schedules</li> </ul> </li> <li>▪ Case studies based on concrete customer inquiries</li> </ul>
<b>Successful Project Support Office</b>	<ul style="list-style-type: none"> <li>▪ Detect and solve teamwork problems</li> <li>▪ Project leader: conflicts and commonalities</li> <li>▪ Marketing und self promotion: appropriate illustration of the own performance</li> <li>▪ Proper association with the customer</li> <li>▪ Association with difficult project members</li> <li>▪ Organize successful and efficient project meetings</li> <li>▪ Identify errors and rectify them in three steps</li> </ul>
<b>First Aid in the Project</b>	<ul style="list-style-type: none"> <li>▪ Which „non-issue-related factors“ affect the project success?</li> <li>▪ Detect and resolve conflict causes</li> <li>▪ Resolve project obstacles</li> <li>▪ Association with difficult project members</li> <li>▪ Prepare an informative discussion in three steps</li> <li>▪ Conduct difficult discussions successfully</li> <li>▪ Five steps for conflict solving discussions</li> <li>▪ Organize successful and efficient project meetings</li> <li>▪ Recognize signals for disorders in due time</li> <li>▪ „Factual“ criticism and the background facts</li> </ul>
<b>Leading a Project Team</b>	<ul style="list-style-type: none"> <li>▪ Definition of personnel management</li> <li>▪ Project leader with executive function</li> <li>▪ Being in a „sandwich position“: strategies to deal with pressure</li> <li>▪ The four phases of project teams</li> <li>▪ Association with difficult team members: the „chamber of horrors“</li> <li>▪ Conducting difficult discussions with team members successfully</li> <li>▪ Control or „Laissez faire“? Modes of personnel management</li> <li>▪ How is the spirit in your project team: the team barometer</li> <li>▪ Role- and self-conception of project leaders</li> <li>▪ Different modes of leadership</li> <li>▪ Convey unpleasant news competently</li> </ul>