

Hands-On Training in Primavera P6

Primavera P6 is a globally recognized, industry-standard project management and scheduling tool used for managing large, complex, and multi-disciplinary projects across infrastructure, EPC, energy, and capital-intensive industries. Unlike basic scheduling tools, Primavera P6 is designed to support robust planning, integrated controls, and reliable forecasting throughout the project life cycle.

This hands-on training program provides a practical, end-to-end understanding of Primavera P6, enabling participants to create, analyze, manage, and control project schedules with confidence. The program emphasizes real-world application, focusing not only on software navigation but on how to develop an ideal, logic-driven, and defensible project schedule aligned with best project controls practices.

The training bridges the gap between theory and execution, ensuring participants understand how Primavera P6 supports effective decision-making through accurate scheduling, resource management, and reporting.

YOU WILL LEARN HOW TO:

- ✓ Create and structure Projects, EPS, and WBS aligned with organizational and contractual requirements
- ✓ Define and manage Calendars, including in-depth analysis of calendar modifications, exceptions, shifts, and their impact on schedules
- ✓ Develop logic-driven schedules using relationships, constraints, and milestones
- ✓ Configure and use User Defined Fields (UDFs) for enhanced project controls, reporting, and customization
- ✓ Manage and optimize Resources, including resource loading, leveling, and analysis
- ✓ Understand activity types, durations, and critical path behavior
- ✓ Track progress using baselines, updating techniques, and performance metrics
- ✓ Create professional Reports, Layouts, and Printing Formats for management and stakeholder communication
- ✓ Analyze delays, float, and schedule health indicators
- ✓ Generate reliable schedules suitable for claims support, audits, and executive reporting.

BENEFITS:

- Develop practical, job-ready Primavera P6 skills
- Learn industry-accepted scheduling best practices.
- Improve schedule accuracy, transparency, and defensibility.
- Enhance coordination between planning, execution, and management teams.
- Build confidence in managing complex, multi-stakeholder projects.
- Enable data-driven decision-making through reliable schedules

This hands-on Primavera P6 training translates planning theory into practical execution, clarifying business value through robust schedules, exposing critical bottlenecks via logic and resource analysis, and making governance actionable through baselines, progress measurement, and performance-driven schedule controls.

This workshop will cover the following key activities with practical examples:

1. Project Creation & Structure

Establishing EPS, projects, WBS, and activity hierarchies for clarity and control.

2. Calendar Configuration & Analysis

In-depth coverage of global, project, and resource calendars, including calendar changes and schedule impact analysis

3. User Defined Fields (UDFs)

Customizing Primavera P6 to capture project-specific data beyond standard fields.

4. Resource Management

Efficient resource planning, allocation, levelling, and performance monitoring to avoid over-allocation and inefficiencies.

5. Reporting & Printing Formats

Designing layouts, dashboards, and print-ready reports tailored for clients, management, and site teams

6. Schedule Quality & Reliability

Building realistic, logic-based schedules that reflect execution strategy and contractual intent.

OUTCOME OF PROGRAM:

By the end of this five-day program, participants will be able to independently develop, update, analyze, and present Primavera P6 schedules that are logic-driven, transparent, and professionally defensible, suitable for execution control, management decision-making, and contractual requirements.

Detailed Workshop Outline

Day 1

<p style="text-align: center;"><u>Session - 1</u> <u>(10.00 AM to 11.30 AM)</u></p> <ul style="list-style-type: none"> ➤ Team Introduction ➤ Training Overview ➤ Introduction to Project Scheduling & Primavera P6 <p style="text-align: center;"><u>Tea Break</u> <u>(11.30 AM TO 11.45 AM)</u></p>	<p style="text-align: center;"><u>Session - 2</u> <u>(11.45 AM to 01.15 PM)</u></p> <p style="text-align: center;"><u>Enterprise Project Structure (EPS) & Organizational Alignment</u></p> <ul style="list-style-type: none"> ➤ EPS concepts and governance structure. ➤ Aligning EPS with organizational, portfolio, and contractual needs ➤ Creating and managing EPS hierarchies ➤ Best practices for multi-project environments <p style="text-align: center;"><u>Lunch</u> <u>(01.15 PM TO 02.00 PM)</u></p>
<p style="text-align: center;"><u>Session - 3</u> <u>(2.00 PM to 3.30 PM)</u></p> <p style="text-align: center;"><u>Creating Projects & Project Settings</u></p> <ul style="list-style-type: none"> ➤ Creating a new project from scratch. ➤ Project details, dates, scheduling options. ➤ Responsibility assignments and project preferences. ➤ Common setup mistakes and their long-term impact <p style="text-align: center;"><u>Tea Break</u> <u>(03.30 PM TO 03.45 PM)</u></p>	<p style="text-align: center;"><u>Session - 4</u> <u>(03.45 PM to 05.15 PM)</u></p> <p style="text-align: center;"><u>Work Breakdown Structure (WBS) Development</u></p> <ul style="list-style-type: none"> ➤ WBS principles and coding standards. ➤ Contract-aligned and deliverable-based WBS. ➤ Creating and managing WBS in P6 ➤ WBS vs. activities controls perspective

Notes

- The Speaker will co-relate every topic with real life challenges in EPC environment
- Every session will involve Question / Answer Session on the topics covered.

Day 2

<p style="text-align: center;"><u>Session - 1</u> <u>(10.00 AM to 11.30 AM)</u></p> <p><u>Calendars- Concepts & Configuration</u></p> <ul style="list-style-type: none"> ➤ Global, Project, and Resource calendars ➤ Working hours, holidays, shifts, and exceptions. ➤ Calendar assignment hierarchy ➤ Impact of calendar changes on schedule outcomes. <p style="text-align: center;"><u>Tea Break</u> <u>(11.30 AM TO 11.45 AM)</u></p>	<p style="text-align: center;"><u>Session - 2</u> <u>(11.45 AM to 01.15 PM)</u></p> <p><u>Activity Creation & Classification</u></p> <ul style="list-style-type: none"> ➤ Activity types and appropriate usage ➤ Durations, units, and planning assumptions ➤ Activity coding structures. ➤ Best practices for activity naming and breakdown <p style="text-align: center;"><u>Lunch</u> <u>(01.15 PM TO 02.00 PM)</u></p>
<p style="text-align: center;"><u>Session - 3</u> <u>(2.00 PM to 3.30 PM)</u></p> <p><u>Schedule Logic & Relationships</u></p> <ul style="list-style-type: none"> ➤ FS, SS, FF, SF relationships with real examples ➤ Leads, lags, and their proper application ➤ Avoiding open ends and logic traps ➤ Logic-driven vs. date-driven schedules <p style="text-align: center;"><u>Tea Break</u> <u>(03.30 PM TO 03.45 PM)</u></p>	<p style="text-align: center;"><u>Session - 4</u> <u>(03.45 PM to 05.15 PM)</u></p> <p><u>Constraints, Milestones & Critical Path</u></p> <ul style="list-style-type: none"> ➤ Mandatory vs. flexible constraints ➤ Milestone planning (contractual & internal) ➤ Understanding Critical Path Method (CPM) ➤ Float behavior and schedule sensitivity.

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Detailed Workshop Outline

Day 3

<p style="text-align: center;"><u>Session - 1</u> <u>(10.00 AM to 11.30 AM)</u></p> <p style="text-align: center;"><u>Resource Fundamentals</u></p> <ul style="list-style-type: none"> ➤ Resource types and structures ➤ Creating and assigning labor, non-labor, and cost resources ➤ Units, productivity, and duration relationships <p style="text-align: center;"><u>Tea Break</u> <u>(11.30 AM TO 11.45 AM)</u></p>	<p style="text-align: center;"><u>Session - 2</u> <u>(11.45 AM to 01.15 PM)</u></p> <p style="text-align: center;"><u>Resource Loading & Analysis</u></p> <ul style="list-style-type: none"> ➤ Resource-driven schedules ➤ Resource histograms and profiles ➤ Identifying over-allocation and inefficiencies ➤ Planning vs. execution perspective <p style="text-align: center;"><u>Lunch</u> <u>(01.15 PM TO 02.00 PM)</u></p>
<p style="text-align: center;"><u>Session - 3</u> <u>(2.00 PM to 3.30 PM)</u></p> <p style="text-align: center;"><u>Resource Leveling & Optimization</u></p> <ul style="list-style-type: none"> ➤ Leveling concepts and limitations. ➤ Leveling priorities and options. ➤ Impact on critical path and project duration. ➤ Best practices and common pitfalls. <p style="text-align: center;"><u>Tea Break</u> <u>(03.30 PM TO 03.45 PM)</u></p>	<p style="text-align: center;"><u>Session - 4</u> <u>(03.45 PM to 05.15 PM)</u></p> <p style="text-align: center;"><u>Schedule Quality & Health Checks</u></p> <ul style="list-style-type: none"> ➤ Schedule Quality Indicators (SQIs) ➤ Logic density, float analysis, constraints review ➤ Introduction to schedule audits ➤ Characteristics of a defensible baseline schedule

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Day 4

<p style="text-align: center;"><u>Session - 1</u> <u>(10.00 AM to 11.30 AM)</u></p> <p><u>Baselines & Performance Measurement</u></p> <ul style="list-style-type: none"> ➤ Purpose of baselines ➤ Creating and managing multiple baselines ➤ Baseline comparison techniques ➤ Common baseline control mistakes <p style="text-align: center;"><u>Tea Break</u> <u>(11.30 AM TO 11.45 AM)</u></p>	<p style="text-align: center;"><u>Session - 2</u> <u>(11.45 AM to 01.15 PM)</u></p> <p><u>Progress Updating Techniques</u></p> <ul style="list-style-type: none"> ➤ Status date concept ➤ Actuals vs. remaining duration updates ➤ Percent complete methods ➤ Best practices for consistent updating <p style="text-align: center;"><u>Lunch</u> <u>(01.15 PM TO 02.00 PM)</u></p>
<p style="text-align: center;"><u>Session - 3</u> <u>(2.00 PM to 3.30 PM)</u></p> <p><u>Schedule Control & Variance Analysis</u></p> <ul style="list-style-type: none"> ➤ Delay identification techniques ➤ Critical path changes over time ➤ Float consumption and recovery analysis ➤ Early warning indicators for delays <p style="text-align: center;"><u>Tea Break</u> <u>(03.30 PM TO 03.45 PM)</u></p>	<p style="text-align: center;"><u>Session - 4</u> <u>(03.45 PM to 05.15 PM)</u></p> <p><u>Forecasting & What-If Scenarios</u></p> <ul style="list-style-type: none"> ➤ Schedule recalculation principles. ➤ Time impact and mitigation scenarios ➤ Recovery logic and resequencing ➤ Management-focused forecasting

<p><u>Notes</u></p> <ul style="list-style-type: none"> • The Speaker will co-relate every topic with real life challenges in EPC environment • Every session will involve Question / Answer Session on the topics covered.

Detailed Workshop Outline

Day 5

<p style="text-align: center;"><u>Session - 1</u> <u>(10.00 AM to 11.30 AM)</u></p> <p><u>Layouts, Filters & Visualization</u></p> <ul style="list-style-type: none"> ➤ Creating professional layouts ➤ Filters, grouping, and sorting ➤ Bar chart customization for clarity ➤ Management vs. planning views <p style="text-align: center;"><u>Tea Break</u> <u>(11.30 AM TO 11.45 AM)</u></p>	<p style="text-align: center;"><u>Session - 2</u> <u>(11.45 AM to 01.15 PM)</u></p> <p><u>Reports, Printing & Stakeholder Communication</u></p> <ul style="list-style-type: none"> ➤ Standard and customized reports. ➤ Printing options and formats ➤ Data presentation for executives and clients ➤ Schedule narratives and explanations <p style="text-align: center;"><u>Lunch</u> <u>(01.15 PM TO 02.00 PM)</u></p>
<p style="text-align: center;"><u>Session - 3</u> <u>(2.00 PM to 3.30 PM)</u></p> <p><u>Delay, Float & Claims-Oriented Analysis</u></p> <ul style="list-style-type: none"> ➤ Delay identification techniques ➤ Float ownership and consumption concepts ➤ Introduction to forensic schedule analysis ➤ Preparing schedules suitable for claims and audits <p style="text-align: center;"><u>Tea Break</u> <u>(03.30 PM TO 03.45 PM)</u></p>	<p style="text-align: center;"><u>Session - 4</u> <u>(03.45 PM to 05.15 PM)</u></p> <p><u>End-to-End Case Study & Best Practices</u></p> <ul style="list-style-type: none"> ➤ Complete project schedule walkthrough ➤ Common industry mistakes and lessons learned ➤ Alignment with contracts, claims, and controls

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**Thank you
for your
time and interest
in our
endeavor.....
Protecon BTG**