

BROCHURE FOR A

WORKSHOP ON HANDS-ON TRAINING

IN PRIMAVERA P6

A practical 3-day hands-on Primavera P6 workshop designed to equip professionals with the knowledge and skills to create, manage, monitor, and control project schedules using industry best practices.

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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 multidisciplinary 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:

✓

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 Use-Defined Fields (UDFs) for enhanced project controls, reporting, and customer organization

✓

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 detail, 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 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

Introduction to Team & Program Overview

- Team Introduction
- Training Overview
- Introduction to Project Scheduling & Primavera P6

Enterprise Project Structure (EPS) & Organizational Alignment

- EPS concepts and governance structure.
- Aligning EPS with organizational, portfolio, and contractual needs
- Creating and managing EPS hierarchies
- Best practices for multi-project environments

Creating Projects & Project Settings

- Creating a new project from scratch.
- Project details, scheduling options.
- Responsibility assignments and project preferences.
- Common setup mistakes and their long-term impact

Work Breakdown Structure (WBS) Development

- WBS principles and coding standards.
- Contract-aligned and deliverable-based WBS.
- Creating and managing WBS in P6
- WBS vs. activities controls perspective

DAY 2

Calendars- Concepts & Configuration

- Global, Project, and Resource calendars
- Working hours, holidays, shifts, and exceptions.
- Calendar assignment hierarchy
- Impact of calendar changes on schedule outcomes

Activity Creation & Classification

- Activity types and appropriate usage
- Durations, units, and planning assumptions
- Activity coding structures.
- Best practices for activity naming and breakdown

Schedule Logic & Relationships

- 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

Constraints, Milestones & Critical Path

- Mandatory vs. flexible constraints
- Maintained internal & internal)
- Understanding Critical Path Method (CPM)
- Float behavior and schedule sensitivity

DAY 3

Resource Fundamentals

- Resource types and structures
- Creating and assigning labor, non-labor, and cost resources
- Shifts, productivity, and coordination relationships

Resource Leadership Analysis

- Resource-driven schedules
- Resource histograms and profiles
- Identifying over-allocation and inefficiencies
- Planning, execution perspective

Resource Leveling & Optimization

- Leveling concepts and limitations
- Leveling priorities and options
- Introduce new policy or project duration
- Best practices and common pitfalls

Schedule Quality & Health Checks

- Schedule Quality Indicators (SQs)
- Logic density, float analysis, constraints review
- Introduction to schedule audits
- Characteristics of a defensible baseline schedule

DETAILED WORKSHOP OUTLINE

DAY 4

Baselines & Performance Measurement

- Purpose of baselines
- Creating and managing multiple baselines
- Baseline comparison techniques
- Common baseline control mistakes

Schedule Control & Variance Analysis

- Delay identification techniques
- Critical path changes over time
- Float consumption and recovery analysis
- Early warning indicators for delays

Progress Updating Techniques

- Status date concept
- Actuals vs. remaining duration updates
- Percent complete methods
- Best practices for consistent updating

Forecasting & What-If Scenarios

- Schedule recalculation principles.
- Time impact and mitigation scenarios
- Recovery logic and sequencing
- Management-focused forecasting

DAY 5

Layouts, Filters & Visualization

- Creating professional layouts
- Filters, grouping, and sorting
- Bar chart customization for clarity
- Management vs. planning views

Delay, Float & Claims-Oriented Analysis

- Delay identification techniques
- Float ownership and consumption concepts
- Introduction to forensic schedule analysis
- Preparing schedules suitable for claims and audits

Reports, Printing & Stakeholder Communication

- Standard and customized reports.
- Printing options and formats
- Data presentation for executives and clients
- Schedule narratives and explanations

End-to-End Case Study & Best Practices

- Complete project schedule walkthrough
- Common industry mistakes and lessons learned
- Alignment with contracts, claims, and controls

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.