



## Primavera P6 EPPM Administrator Training Class

- ✓ Learn how to work with to work with data structures and manage resources
- ✓ Create and manage dashboards and portfolios
- ✓ Understand all the services and settings
- ✓ Support your team with confidence
- ✓ Learn with an experienced and trusted training provider

### Course information

Learn the administrative capabilities of Primavera P6 EPPM Administrator in just 1 day.

You'll leave the course with the confidence to be able to act as an administrator for your Oracle Primavera P6 EPPM environment. We have created a course that focuses on the practical features you will use day-to-day – without any of the distracting extras.

Your friendly instructor will equip you to understand more about the application as well as the technical topics and how to support your project delivery teams by making sure everything runs smoothly.

Our training has been developed with the help of industry professionals who use Primavera P6 EPPM in the field. The schedule data and techniques used in this class are based on real projects and real industry ways of working.

### Who should take this course

This Primavera P6 EPPM Administrator training course is tailor-made for people who are using the web-based administration tools in the software.

This course is for:

- System administrators
- Other roles responsible for administration of the Primavera set up and environment



**Prerequisites:** None. Experience with any version of Primavera P6 EPPM or Professional (as an administrator) is advantageous, but not essential.

### **What's included**

- One day of live instructor-led training (on-site or online)
- Sandbox training environment for safe practice
- Comprehensive training manual

### **Ways to take this course**

You can join our P6 EPPM Administrator training online or in-person at one of our training venues in Virginia. We also offer this course at your own location, so if you have a team to train, get in touch and find out when we can come to you.

### **Dates and Prices**

**Price: \$950 (discounts for multiple attendees)**

Includes instructor-led live training and course materials.

Do you have more than 3 people wanting to attend? Call us for our group rates.

## Course Outline

You'll come away from this course with a complete understanding of the web-based admin tools, even if you have never touched Primavera before. Here's the complete syllabus for the 1-day course.

### **Lesson 1: Introduction**

- P6 EPPM Administration introduction

### **Lesson 2: Working with Data Structures**

- Working with the OBS
- Understanding the Enterprise Project Structure (EPS)
- Modifying the EPS
- Creating a New EPS Node
- Responsible Manager Assignment
- Managing and using Project Templates

### **Lesson 3: Working with Enterprise Data**

- The Enterprise Data Page
- Categories of Enterprise Data
- Global Settings
- Timesheet Periods
- Project, Activity and Resource Codes
- Working with Project User Defined Fields (UDFs)

### **Lesson 4: Adding Users**

- P6 EPPM User Overview
- Adding a New User to P6
- User Interface Views

### **Lesson 5: Resource Administration**

- Working with Roles
- Role Teams
- Adding Resources
- Resource Teams (Global or User)
- Setting Resources for Progress Reporter Timesheets

### **Lesson 6: Global Dashboards and Views**

- Creating and Managing Dashboards
- Modifying Existing Dashboards



## **Lesson 7: Understanding the Data Date**

- The P6 Data Date

## **Lesson 8: Managing Services**

- Global Scheduled Services
- Application Settings Page Services
- Project Preferences
- Project Scheduled Services
- Apply Actuals
- Schedule Service
- Summarize Service
- Leveling Service

## **Lesson 9: Application Settings**

- Data Limits
- Earned Value
- General
- ID Lengths
- Services
- Timesheets
- Time Periods

## **Lesson 10: Project Portfolios**

- Creating a Portfolio
- Filtered Portfolios
- Assigning a Portfolio to the Dashboard

## **Lesson 11: Common Maintenance Items**

- Environmental issues
- Web browser settings
- Java issues
- Virus protection software
- Users locked out of P6
- Team Member and Timesheet Issues
- Other common items that generate helpdesk requests

## **Chapter 12 – Appendix A – Portlets Index**

- A guide to configuring the Dashboard portlets (bonus chapter reference material)

To learn more about this class, please contact Ten Six (703) 910-2600 or email us at [training@tensix.com](mailto:training@tensix.com)