

PLANNING AND SCHEDULING PRIMAVERA P6



GENTEX[®]
TRAINING CENTER



Introduction

Effective project delivery depends on accurate planning and disciplined scheduling. Organizations across construction, oil and gas, and infrastructure sectors rely on Primavera P6 to control timelines, allocate resources, and track progress with precision. This Planning and Scheduling Primavera P6 Training Course equips participants with practical, hands-on skills to build, manage, and update project schedules using one of the industry's most trusted scheduling tools. Participants explore work breakdown structures, critical path method calculations, resource loading, and baseline management. As a result, they gain the confidence to translate project scope into realistic, trackable timelines. This course combines software training with proven scheduling principles, helping professionals deliver projects on time and within budget.

Planning and Scheduling Primavera P6 Course Objectives

- Navigate the Primavera P6 interface and configure enterprise project structures
- Build detailed work breakdown structures (WBS) for complex projects
- Apply the critical path method (CPM) to identify schedule-driving activities
- Develop activity relationships, constraints, and lag values accurately
- Assign and level resources to avoid overallocation
- Create and maintain project baselines for performance comparison
- Generate Gantt charts and S-curves for progress reporting
- Track actual progress and update schedules against baselines
- Produce schedule reports aligned with PMBOK guidelines
- Apply risk-adjusted scheduling techniques using a risk register

Course Methodology



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- Instructor-led demonstrations using live Primavera P6 sessions
- Hands-on exercises building schedules from real project scenarios
- Group workshops covering WBS development and CPM analysis
- Case studies drawn from construction and infrastructure projects
- Practical templates for baselines, reports, and progress tracking

Who Should Take This Course

- Project planners and schedulers
- Project managers and coordinators
- Construction and engineering professionals
- Cost control and project controls staff
- Contract administrators involved in project timelines
- Team members preparing to use Primavera P6 professionally

Planning and Scheduling Primavera P6 Course Outlines

Day 1: Introduction to Primavera P6 and Project Setup

- Overview of Primavera P6 interface and navigation
- Creating enterprise project structures (EPS)
- Defining project calendars and codes
- Setting up new projects and WBS levels
- Understanding user roles and access rights
- Configuring project preferences
- Importing and exporting project data





Day 2: Building the Work Breakdown Structure and Activities

- Developing a detailed WBS
- Creating and organizing activities
- Assigning activity types and durations
- Applying activity codes for reporting
- Establishing milestones
- Structuring activities by phase or discipline
- Reviewing WBS best practices

Day 3: Scheduling Logic and Critical Path Method

- Defining activity relationships and dependencies
- Applying leads, lags, and constraints
- Calculating the critical path method (CPM)
- Identifying float and near-critical activities
- Reviewing schedule logic for accuracy
- Generating Gantt charts
- Validating schedule network diagrams

Day 4: Resource Management and Baselines

- Assigning labor, material, and equipment resources
- Performing resource leveling
- Analyzing resource histograms
- Creating and saving project baselines

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- Comparing planned versus current schedules
- Managing budgeted and actual costs
- Producing S-curves for progress visualization

Day 5: Progress Updates, Reporting, and Risk

- Updating activity progress and percent complete
- Comparing performance against baselines
- Applying earned value management (EVM) concepts
- Incorporating a risk register into scheduling
- Generating standard and custom reports
- Preparing schedule narratives for stakeholders
- Finalizing and archiving project schedules

Conclusion

By successfully completing the Planning and Scheduling Primavera P6 Training Course, participants will have acquired practical skills in building work breakdown structures, applying the critical path method, managing resources, and tracking progress against baselines. Furthermore, they will understand how to generate accurate reports and apply risk-adjusted scheduling techniques. Gentex Training Center designed this course to strengthen participants' ability to plan, control, and deliver projects using Primavera P6, supporting stronger project outcomes across their organizations.

FAQs





Q1 What is the "Planning and Scheduling Primavera P6" course about?

This course teaches participants how to plan, build, and manage project schedules using Primavera P6. It covers work breakdown structures, critical path method calculations, resource assignment, baseline management, and progress tracking for real project environments.

Q2 What are the key benefits of the "Planning and Scheduling Primavera P6" course?

Participants gain the ability to create accurate, trackable schedules that support better decision-making. In addition, they learn to identify schedule risks early, control resource allocation, and communicate project timelines clearly to stakeholders and management teams.

Q3 What skills will I gain from the "Planning and Scheduling Primavera P6" course?

Participants develop skills in work breakdown structure development, critical path method scheduling, resource leveling, and baseline performance tracking, enabling them to manage complex project timelines with greater accuracy and confidence.

Q4 What tools, methods, or standards are covered in the "Planning and Scheduling Primavera P6" course?

The course covers Primavera P6 software functions, the critical path method (CPM), work breakdown structures (WBS), earned value management (EVM), resource leveling, S-curves, and scheduling practices aligned with PMBOK guidelines.

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Q5 How is the "Planning and Scheduling Primavera P6" course applied in real-world practice?

Participants apply these skills to build live project schedules, monitor progress against baselines, adjust resources, and generate reports that support timely, informed decisions throughout a project's lifecycle in construction and infrastructure settings.

