Primavera P6 EPPM Administrator Training

Chapter 1 - Introduction

• About this training

Chapter 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

Chapter 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)

Chapter 4 – Adding Users

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

Chapter 5 - Resource Administration

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

Chapter 6 - Global Dashboards and Views

• Creating and Managing Dashboards
• Modifying Existing Dashboards

Chapter 7 - Understanding the Data Date

• The P6 Data Date

Chapter 8 - Managing Services

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

Chapter 9 - Application Settings

• Data Limits • Earned value
• General
• ID Lengths
• Services
• Timesheets
• Time Periods

Chapter 10 – Project Portfolios

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

Chapter 11 – Common Maintenance Items

• Environmental Issues
• Web Browser Settings
• Java Issues
• Virus Protection Software
• Users Locked out of P6
• Progress Reporter and Timesheet Issues
• Other common items that generate helpdesk requests