P6 Enterprise Project Portfolio Management Essentials–Exam Study Guide

The Primavera P6 Enterprise Project Portfolio Management Essentials Exam Study Guide is designed to highlight the training options mapped to each exam topic to guide students in their preparation to pass the Primavera P6 Enterprise Project Portfolio Management Essentials Exam (1Z0-535).

The exam objectives are defined by learner or practitioner level of knowledge.

Learner-level: questions require the candidate to recall information to derive the correct answer
Practitioner-level: questions require the candidate to derive the correct answer from an application of their knowledge

For each exam topic there have been identified alternative training options that are available at Oracle. Please note that some of the training recommended can cover multiple exam topics.

The exam covers 107 topics:

Topic 1: Introduction to Primavera

Objectives
- Describe Primavera solutions
- Describe P6

Level
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 2: The Project Management Life Cycle

Objectives
- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

Level
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 3: Data, Navigating and Layouts

Objectives
- Describe enterprise and project specific data

Level
- Learner
Log in
Open an existing project
Navigate in the Home window and Activities window
Open an existing layout
Customize a layout
Save a layout

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

**Topic 4: Enterprise Project Structure**

**Objectives**
- Describe the components that comprise the Enterprise project Structure
- View the EPS

**Level**
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

**Topic 5: Create a Project**

**Objectives**
- Create a Project
- Navigate in the Projects window
- View and modify information in Project Details

**Level**
- Practitioner
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

**Topic 6: Create a Work Breakdown Structure**

**Objectives**
- Define a Work Breakdown Structure
- Create multiple levels of a WBS Hierarchy

**Level**
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2
Topic 7: Add Activities

Objectives
- Describe and activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

Level
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Project Management in Primavera P6 Rel. 6.2

Topic 8: Create Relationships

Objectives
- Create a network logic diagram
- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in the Activity details

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Project Management in Primavera P6 Rel. 6.2

Topic 9: Scheduling

Objectives
- Perform a forward and backward pass
- Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Project Management in Primavera P6 Rel. 6.2

Topic 10: Assign Constraints

Objectives
- Apply an overall deadline to a project
- Apply a constraint to an individual activity

Level
- Practitioner
Add notebook topics to constrained activities
Describe the available constraint types  Pracitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 11: Maintain the Project Documents Library

Objectives
- Describe the difference between a work product and a reference document
- Create a document record
- Link the document record to a project document or work product
- Assign the project document to an activity or WBS

Level
- Learner
- Learner
- Practitioner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 12: Format Schedule Data

Objectives
- Group activities according to a specific criteria
- Sort activities
- Apply a filter
- Create a filter

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 13: Roles and Resources

Objectives
- Describe Roles
- View the Roles dictionary
- Describe Resources
- Identify the differences between labor, non labor and material resources
- View the resource dictionary

Level
- Practitioner
- Learner
- Practitioner
- Practitioner
- Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2
Topic 14: Assign Roles

Objectives
- Assign Roles to an activity
- Assign rates on Roles

Level
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 15: Assign Resources and Costs

Objectives
- Assign Resources by Roles
- Assign labor, Non labor, and material resources to activities
- Adjust Budgeted Units / Time for a resources
- Assign expenses to activities

Level
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 16: Analyze Resources

Objectives
- Display the Resource Usage Profile
- Format a profile
- Format the timescale

Level
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 17: Optimize the Project Plan

Objectives
- Analyze schedule dates
- Shorten a project schedule
- Analyze resource availability
- Remove resource over allocation
- Analyze project costs

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
Topic 18: Baseline the Project plan

Objectives
- Create a baseline plan
- Display baseline bars on the GANTT Chart
- Modify the bars on the GANTT Chart

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 19: Project Execution and Control

Objectives
- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project

Level
- Practitioner
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 20: Report Performance

Objectives
- Describe reporting methods
- Run a schedule report
- Create a resource report with the Report wizard
- Create a report using the current layout

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

Topic 21: Project Web Site

Objectives
- Create and launch a project Web Site
- Customize the appearance of a project Web site
- Publish activity layouts at html pages

Level
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Rel. 6.2

**Topic 22: Introduction to Primavera**

**Objectives**

- Describe Primavera Solutions
- Describe P6

**Level**

- Learner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 23: The Project Management Life Cycle**

**Objectives**

- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

**Level**

- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 24: Overview and Navigation**

**Objectives**

- Log into P6 Web
- Navigate to sections
- Locate Action bars

**Level**

- Learner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 25: Create a Project**

**Objectives**

- Create a Project
- Select a location in the Enterprise Project Structure
- Assign a Responsible Manager from the Organizational Breakdown Structure

**Level**

- Practitioner
- Learner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - *Project Management in Primavera P6 Web Access Rel. 6.2*

**Topic 26: Edit Project Details**

**Objectives**

<table>
<thead>
<tr>
<th>Level</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner</td>
<td>Select a project in the EPS</td>
</tr>
<tr>
<td>Learner</td>
<td>Locate Project Details</td>
</tr>
<tr>
<td>Learner</td>
<td>Enter project data in the Details tabs</td>
</tr>
</tbody>
</table>

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - *Project Management in Primavera P6 Web Access Rel. 6.2*

**Topic 27: Create a Work Breakdown Structure**

**Objectives**

<table>
<thead>
<tr>
<th>Level</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practitioner</td>
<td>Describe a WBS</td>
</tr>
<tr>
<td>Practitioner</td>
<td>Create multiple levels of a WBS hierarchy</td>
</tr>
</tbody>
</table>

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - *Project Management in Primavera P6 Web Access Rel. 6.2*

**Topic 28: Add Activities**

**Objectives**

<table>
<thead>
<tr>
<th>Level</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practitioner</td>
<td>Add activities</td>
</tr>
<tr>
<td>Learner</td>
<td>View activity information in the Activity List</td>
</tr>
<tr>
<td>Learner</td>
<td>Send an e-mail related to an activity</td>
</tr>
<tr>
<td>Practitioner</td>
<td>Edit Activity Details Tabs</td>
</tr>
<tr>
<td>Learner</td>
<td>Add steps to an activity</td>
</tr>
<tr>
<td>Learner</td>
<td>Add a notebook topic to an activity</td>
</tr>
<tr>
<td>Practitioner</td>
<td>Assign an activity code</td>
</tr>
</tbody>
</table>

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - *Project Management in Primavera P6 Web Access Rel. 6.2*
Topic 29: Use Activity Views

Objectives
- Customize columns
- Filter data
- Group and Sort activities

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 30: Create Relationship

Objectives
- Differentiate between four relationship types
- Create relationships in the GANTT Chart

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 31: Schedule a project

Objectives
- Define key scheduling terms
- Perform a backward and forward pass
- Define Total Float and its impact on the schedule
- Schedule a project
- Describe loops and open ends

Level
- Practitioner
- Practitioner
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 32: Assign Constraints

Objectives
- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe available constraint types

Level
- Practitioner
- Practitioner
- Learner
- Practitioner

Training Options
Topic 33: Optimize the Project Schedule

Objectives
- Analyze schedule dates
- Shorten a project schedule

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 34: Assign Resources

Objectives
- Assign a Role
- Fill a Role assignment
- Request resources
- Assign a resource
- Check resource availability
- Send e-mails to assigned resources

Level
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 35: Project Workspace

Objectives
- Describe the Project Workspace
- Add and remove portlets
- Customize the Project Workspace

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

Topic 36: Analyze Resources and Costs

Objectives
- Analyze and remove resource over allocation
- Analyze project costs

Level
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 37: Baseline the project**

**Objectives**

- Add a baseline
- Select a baseline

**Level**

- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 38: Execute the project Plan**

**Objectives**

- Describe several methods for updating the project schedule
- Define the data date

**Level**

- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 39: Analyze the updated project**

**Objectives**

- Compare Must Finish By and Scheduled Finish dates
- View Issues
- View schedule performance
- Adjust the project based on issue information
- View budget data

**Level**

- Practitioner
- Learner
- Practitioner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 40: Reporting**

**Objectives**

- Assign reports to the Project Reports portlet
- Schedule reports
- View scheduled reports

**Level**

- Practitioner
- Practitioner
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 41: Dashboards**

**Objectives**
- Create a dashboard
- Add and remove dashboards
- Filter data to display in portlets
- View your projects and activities

**Level**
- Practitioner
- Practitioner
- Practitioner
- Learner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 42: Manage Portfolios**

**Objectives**
- Create a portfolio manually
- Create a portfolio by filter

**Level**
- Practitioner
- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Project Management in Primavera P6 Web Access Rel. 6.2

**Topic 43: Create a Project with Project Architect**

**Objectives**
- Create a Project using Project Architect
- Customize the project plan

**Level**
- Practitioner
- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 44: Assign Codes**

**Objectives**
- Assign project code values to activities
- Assign resource code values to resources
- Assign activity codes values to activities

**Level**
- Practitioner
- Practitioner
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 45: User Defined Fields and Global Change**

**Objectives**
- Establish used defined fields
- Define global change parameters
- Run a global change

**Level**
- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 46: Portfolios**

**Objectives**
- Create a portfolio
- Add projects to a portfolio
- Open projects using portfolios

**Level**
- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 47: Advanced Scheduling**

**Objectives**
- Calculate multiple float paths when scheduling
- Explain the difference between the scheduling logic options
- Identify a calendar’s effect on lag

**Level**
- Practitioner

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 48: Monitor Thresholds and Issues**

**Objectives**
- Identify the difference between thresholds and issues
- Create a threshold and an issue

**Level**
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 49: Import and Export Data**

**Objectives**
- Describe the process of importing and exporting data
- Export projects
- Import projects

**Level**
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 50: Export activity data to a spreadsheet application**

**Objectives**
- Export activity data to a spreadsheet application
- Modify project information in the spreadsheet application
- Import project information from the spreadsheet application

**Level**
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 51: Update Baselines**

**Objectives**
- Specify the activities to update in the baseline
- Update activity and resources assignment data

**Level**
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 52: Claim Digger**

**Objectives**
- Specify how Claim Digger compares project plans
- Create a comparison report in Claim Digger

**Level**
- Practitioner

Training Options
Topic 53: Duration Types

Objectives
- Determine which Duration Types works best in a given saturation
- Assign a Duration Type to and activity

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 54: Calculate Percent Complete

Objectives
- Describe the three Percent complete types
- Determine which Percent Complete type to use based on how your organization reports progress
- Explain how activity percentages are calculated based on the Percent Complete type chosen
- Use weighted steps to calculate Percent Complete

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 55: Earned Value Analysis

Objectives
- Define Earned Value
- Define Performance Percent Complete
- Review results of different earned value techniques
- Realize the benefits of using earned value techniques

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 56: Activity Usage Profile and Spreadsheet

Objectives
- Display cost data in the Activity Usage Profile
- Display curves in the Activity Usage Profile

Training Options
Analyze earned value data using curves in the Activity Usage Profile

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 57: Top Down Budgeting**

**Objectives**

- Establish project budgets
- Establish spending plans
- Track budget changes
- Track and analyze budgets
- Establish funding sources

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 58: Top Down Estimating**

**Objectives**

- Describe top down estimating
- Add estimation weights to activities and WBS elements
- Perform top down estimating

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

**Topic 59: Risk Documentation**

**Objectives**

- Set up risk types
- Create a risk
- Calculate a risk’s exposure values
- Analyze the impact of a risk

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2
Topic 60: Tracking Layouts

Objectives
- Identify the four types of tracking layouts
- Navigate in a tracking layout
- Open a tracking layout
- Modify layouts
- Create new layouts

Level
- Practitioner
- Practitioner
- Learner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 61: Auto Compute Actuals

Objectives
- Describe the business rules for auto compute Actuals
- Auto compute and activity
- Analyze the effect of auto compute Actuals on an activity
- Auto compute a resource
- Auto compute an expense

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 62: Reflections Projects

Objectives
- Create a Reflection Project
- Make Changes to the Reflection Project
- Merge Reflection into Source Project
- Update Reflection Project via Activity Owner

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Advanced Project Management in Primavera P6 Rel 6.2

Topic 63: Create Calendars

Objectives
- Define work time and non work time
- Designate between global, project and resource calendars
- Create a new project calendar

Level
- Practitioner
- Practitioner
- Practitioner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 64: Define Project Codes**

**Objectives**

- Create values for project codes
- Assign weights to project codes and project code values
- Designate a secure code
- Assign project code values

**Level**

- Learner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 65: Define Resource codes**

**Objectives**

- Define Resource codes
- Create values for resource codes
- Assign resource code values in Primavera

**Level**

- Practitioner
- Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 66: Define Activity Codes**

**Objectives**

- Define activity codes
- Create values for activity codes
- Designate a secure code
- Assign activity coded values

**Level**

- Practitioner
- Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 67: Define User Access**

**Objectives**

- Describe the process for establishing security

**Level**

- Practitioner
Define and create an Organizational Breakdown Structure (OBS) hierarchy
Establish security profiles for global and project data
Create a new user with access privileges

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 68: Summarize Project Data and Run Job Services**

**Objectives**
- View summarizer details
- Manually summarize data
- Define job service options
- Automatically summarize data using a job services

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 69: Establish User Defined Fields and run Global Change**

**Objectives**
- Establish user defined fields
- Define global change parameters
- Run a global change

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

**Topic 70: Define Financial Periods**

**Objectives**
- Create financial periods
- Display financial periods as columns
- Store past period performance

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2
Topic 71: Define Cost Accounts

Objectives
- View the cost accounts dictionary
- Assign cost accounts to activities
- Assign cost accounts to expenses

Level
- Learner
- Learner
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

Topic 72: Primavera Web Administration

Objectives
- Manage User Interface views
- Create a calculated User Defined field
- Create issue codes
- Create an issue form

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

Topic 73: Global / Project Security Profiles

Objectives
- Global Profile Privilege Definitions
- Project Profile Privilege Definitions

Level
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

Topic 74: Defining Currency

Objectives
- Currency
- Add New Currency
- Set up Currency User Preferences
- Currency Conversion Calculation
- Resource Currency Type

Level
- Learner
- Learner
- Practitioner
- Practitioner
- Practitioner

Training Options
Topic 75: Creating Resources and Roles

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe resources and roles</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Describe resource security</td>
<td>Practitioner</td>
</tr>
<tr>
<td>View the Resources window</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Create a resource via New Resource wizard</td>
<td>Practitioner</td>
</tr>
<tr>
<td>View Resource Details</td>
<td>Learner</td>
</tr>
<tr>
<td>Assign resource codes</td>
<td>Learner</td>
</tr>
<tr>
<td>Define resource rates</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Create a role</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Add information in Roles dialog box</td>
<td>Learner</td>
</tr>
<tr>
<td>View the Resources window</td>
<td>Learner</td>
</tr>
</tbody>
</table>

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Administration in Primavera P6 and P6 Web Access Rel. 6.2

Topic 76: Assigning Cost Accounts

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign cost accounts to resource assignments</td>
<td>Learner</td>
</tr>
<tr>
<td>Assign cost accounts to expenses</td>
<td>Learner</td>
</tr>
</tbody>
</table>

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 77: Resource and Role Analysis

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze resource usage using Resource Usage Profile</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Analyze resource usage using Resource Usage Spreadsheet</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Compare staffed vs. unstaffed role allocation</td>
<td>Practitioner</td>
</tr>
</tbody>
</table>

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2
Topic 78: Resource Assignments Window

Objectives
- Identify sections in the Resource Assignments window
- Use the Resource Assignments window to view and edit resource allocation
- Select data to display in the Resource Usage Spreadsheet

Level
- Learner
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 79: Manual Resource Allocation

Objectives
- Assign resource lag and duration to resource assignments
- View and assign resource curves to manually spread allocation.

Level
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 80: Bucket Planning

Objectives
- Explain future period bucket planning
- Edit future period buckets for a resource assignment
- Track manual curves in the project

Level
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 81: Leveling Resources

Objectives
- Define resource leveling
- Set resource leveling options
- Level a project to resolve resource conflicts
- Analyze the effects of resource leveling
- Level based on activity and project priorities

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
Topic 82: Storing Period Performance

Objectives
- Display financial periods as columns
- Store past period performance

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 83: Resource Reporting

Objectives
- Describe reporting methods
- Run a resource report
- Create a resource report with the Report wizard
- Create a report using the current layout

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Rel 6.2

Topic 84: Introduction to Primavera

Objectives
- Describe Primavera solutions
- Describe P6

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 85: Overview and Navigation

Objectives
- Log into P6 Web
- Navigate to sections
- Locate Action bar

Training Options
Topic 86: Dashboards

Objectives
- View dashboards
- Customize dashboards
- Filter data to display in portlets

Level
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 87: Administer the Resource Pool

Objectives
- Add a resource
- Place the resource in the Resource dictionary
- Prepare the resource to report time in timesheets
- Assign roles
- Assign resource codes
- Specify Max Units / Time and Price / Unit

Level
- Learner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 88: Resource Planning

Objectives
- Assign resources at the project or WBS level
- View the implications of committed and non committed assignments
- Spread resource allocation across the life of the project
- View options for including assignments made in the Plan Resources view in other allocation related view in Primavera

Level
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
- Resource Management in Primavera P6 Web Access Rel. 6.2
Topic 89: Create Resource Teams

Objectives
- Create a resource team
- View a resource team on the Resource Team Summary portlet in a dashboard

Level
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 90: Create Role Teams

Objectives
- Create a role team
- View a role team in the Open Requests for Resources portlet on a dashboard

Level
- Learner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 91: Manage Allocations

Objectives
- Use the Resource Team Summary portlet to view allocation
- Use the Usage tab to analyze units and costs
- View projects and activities causing resource over allocation
- Display enhanced charts to analyze allocation in the Analysis tab
- Group and filter data in the analysis tab

Level
- Learner
- Learner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Resource Management in Primavera P6 Web Access Rel. 6.2

Topic 92: Staff Resource Requests

Objectives
- Use the Open Requests for Resources portlet to assess staffing needs
- Fill and unstaffed role assignments
- Staff a resource request by searching for the most qualified resource
- Use the Usage tab to analyze role allocation and costs

Level
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options
Instructor Led Training (delivered by Oracle University)

**Topic 93: Project Workspace**

**Objectives**
- Describe the Project Workspace
- Customize the Project Workspace

**Level**
- Learner
- Practitioner

**Training Options**
- Instructor Led Training (delivered by Oracle University)

**Topics**
- Resource Management in Primavera P6 Web Access Rel. 6.2

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**Topic 94: Updating the Project using Timesheets**

**Objectives**
- Review timesheets
- Approve / reject timesheets

**Level**
- Practitioner
- Learner

**Training Options**
- Instructor Led Training (delivered by Oracle University)

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**Topic 95: Introduction to Portfolios**

**Objectives**
- Select a portfolio
- Create a portfolio favorite
- Create a portfolio manually
- Manage portfolios
- Set preferences

**Level**
- Learner
- Practitioner

**Training Options**
- Instructor Led Training (delivered by Oracle University)

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**Topic 96: View Portfolio Performance**

**Objectives**
- Set Global Preferences
- Review performance thresholds
- View data in the Executive Summary tab
- View data in the Performance Status tab

**Level**
- Practitioner
- Learner

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Training Options

- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6

**Topic 97: View Portfolio Information**

**Objectives**
- View return on investment data
- View date in the GANTT Chart
- Customize the GANTT Chart
- Assign a Notebook topic and write a Notebook topic description

**Level**
- Learner
- Learner
- Practitioner
- Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6

**Topic 98: Analyze Portfolios**

**Objectives**
- Customize the Portfolio Analysis tab
- Edit a portfolio view
- Create a portfolio view
- View waterline analysis
- Create a scenario

**Level**
- Practitioner
- Practitioner
- Practitioner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6

**Topic 99: Manage Issues and Risks**

**Objectives**
- View Issues and issue details
- Group, sort and filter issue data
- View issues in chart form
- Create a Risk

**Level**
- Learner
- Practitioner
- Learner
- Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6
Topic 100: Navigation and Dashboards

Objectives
- Log into P6 Web
- Navigate to sections
- Locate Action bar
- Add portlets to a dashboard
- Change dashboard layout
- View the Project Workspace

Level
- Learner
- Learner
- Learner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6

Topic 101: Earned Value Analysis

Objectives
- Define Earned Value
- Define Performance Percent Complete
- Define Performance Indices

Level
- Practitioner
- Practitioner
- Practitioner

Training Options
- Instructor Led Training (delivered by Oracle University)
  - Portfolio Management in Primavera P6 Web Access Rel 6

Topic 102: Oracle Primavera Market Overview

Objectives
- Articulate the advantages Oracle Primavera has over the competition
- Identify key business drivers present in today’s market

Level
- Practitioner
- Practitioner

Training Options
- Online Training
  - Oracle Primavera Market Trends

Topic 103: Primavera Market Share

Objectives
- Articulate the expected size of the EPPM market
- Identify Oracle Primavera Competitors

Level
- Practitioner
- Practitioner

Training Options
- Online Training
Topic 104: Qualifying Primavera Opportunities

Objectives
Identify Customers with Higher Value / Lower Value opportunities

Training Options
- Online Training
  - Oracle Primavera Market Trends

Topic 105: Introducing Primavera

Objectives
- Identify Oracle Primavera products
- Relate Oracle Primavera products to key functionality

Training Options
- Online Training
  - Oracle Primavera Market Definition

Topic 106: Enterprise Project Portfolio Management (EPPM)

Objectives
- Articulate key business value statements for the purchase of Oracle Primavera

Training Options
- Online Training
  - Oracle Primavera Market Definition

Topic 107: Market Definition

Objectives
- Identify Industries and Markets where Oracle Primavera has presence
- Identify key business and market drivers for each industry

Training Options
- Online Training
  - Oracle Primavera Market Definition