



## **1062 – Primavera Web Manager Course (2 Days)**

**Audience:** New users of Primavera for the Web

**Prerequisite:** Fundamental Project Management Training and knowledge of MS Windows.

**At the completion of this course the student will be able to:**

- Overview and Navigation
- Customize Personal Workspace
- Describe the Project Management Life Cycle
- Describe Enterprise Project Structure and Work Breakdown Structure
- Create a project
- Customize the Project Workspace and Workgroup
- Create a Work Breakdown Structure
- Add activities
- Create relationships
- Schedule the project
- Assign constraints
- Assign resources
- Optimize, execute, and analyze the project plan
- Initiate a project request
- Manage documents
- Create portfolios and dashboards

### **Work Shop Class Schedule**

#### **1. Day One**

- Introduction to Primavera
- Overview and Navigation
- Customize Personal Workspace
- Describe the Project Management Life Cycle
- Describe Enterprise Project Structure and Work Breakdown Structure
- Create a project
- Customize the Project Workspace and Workgroup
- Create a Work Breakdown Structure
- Add activities
- Create relationships



## 2. Day Two

- Schedule the project
- Assign constraints
- Assign resources
- Optimize the project plan
- Execute the project plan
- Analyze the project plan
- Initiate a project request
- Manage documents
- Create portfolios and dashboards