

Helping Create Performance Excellence

Implementing Primavera

For Effective Project Planning, Estimating, Monitoring & Reporting
Provides a Step-by-Step Methodology to Implement your Projects using Primavera

2 Week Training Workshop

A 2 Week Training Workshop

Workshop Overview

1. This program provides you a Step-by-Step Methodology to Manage Your Projects using Primavera Software
2. Understanding of Good and Best Practices in Identifying Project and Strategic Objectives to be Achieved through the Project
3. Methodology to Build Organizational Knowledgebase of Deliverables, Sub-Deliverables, Tasks, WBS, Material Takeoff, Assumptions or Basis of Estimates, Productivity Information, Unit Costs...
4. This is a 50% hands on program. Participant will spend at least 50% of his time on learning to use the Many Useful Features of Primavera.
5. The program will also show the Migration Strategy to Move from MS Project to Primavera
6. You Graduate as a Fully Equipped Primavera Planner, Scheduler and Management Information Provider.

Workshop Content

(Time Assigned to Each Topic will Vary with the Training Group Developmental needs)

1. Why Planning & Scheduling?
 1. Project Aspects
 2. Strategic Aspects
 3. Knowledgebase Aspects
 4. International Projects
2. What it Takes to be a Great Planner?
3. Project Planning & Management Vocabulary
4. Understanding Project Goals

5. Understanding Organizational Strategic Goals to be Achieved through the Project
6. Understanding Project Planning, Estimating & Monitoring Methodology and Good Practices
7. Understanding Primavera Features
 1. Project Calendars
 2. Project Portfolio Management: Methods for analyzing and collectively managing a group of current or proposed projects
 3. Enterprise Project Structure (EPS): Details of the projects that are in the organizational database and the ownership of those projects
 4. Organizational Standard Breakdown Structure (OBS): model describing the established organizational framework
 5. WBS Work Breakdown Structure: define and group the project's work into discrete elements (un-complicate a complex project)
 6. Defining Activity Relationships (PDM relationships) - Interface Definitions
 7. WBS & Activity Codes
 8. Organizing, Filtering & Activity Views
 9. Scheduling: Constraints (Resource, Operational, Strategic, Customer, Priorities...)
 10. Project Documents & Work Products

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11. Responsibilities & Roles Assignment
12. Defining, Assigning & Deployment Optimization Resources
13. Resource Analysis, Codes & Reporting/Communicating
14. Project Cost Estimate
15. Progress Monitoring & Communicating
16. Invoicing, Billing, Earned Value
17. Reporting to the Various Functions

8. Step-by-Step Methodology to Implement Project Planning, Estimating, Monitoring and Management Information System using Primavera
9. Project Workshop: You will implement an actual project using Primavera.
10. Understanding how to Implement Quality Planning, Safety Planning and Risk Management using Primavera
11. Setting up Early warning system to Provide Decision Support Data

Workshop 1

Outline Action Plan to Implement Program Communicated Good and Best Practices

Workshop 2

Advanced Topics? More Details on Some Above Issues Important for Participants (Customized for each Participant Group)

Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the IP Processes

Performance Management System to Measure Level of Performance in the Above Processes? we will develop the KPIs for the Above Processes

Planning & Implementing a Departmental/Functional Knowledge Base? For IP Rights and Methods? Key to Achieving Quality Service Performance/Repeatability and Superior Performance in Our Organization

Your Individualized Action Plan for Implementing Good Practices and Best Practices Discussed throughout the Program

Enhanced Program Recommendations

Unique Workshop Incorporating...

1. Planning Aligned to Strategic Goals
2. Step-by-Step Methodology
3. Risk Management
4. Contingency Planning System
5. Contractual Aspects
6. Knowledge Management

Methodologies, Tools, Strategies and Management

For Supervisors, Engineers And Managers Working On Engineering, Construction, Operation, Maintenance, Services Assignments

Workshop Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs. Programs that -

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues related to Implementing Primavera so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience

A typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A personal action plan
2. A business unit/organizational action plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
 1. Training new employees
 2. Competency building in existing employees transferred to a new assignment
 3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives
 3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations
3. Create a pool of trained manpower that can cost-effectively disseminate the knowledge to a large number of employees inside the organization.

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and

expectations of your stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.

This Workshop is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program.

For Latest Program Schedule Email

pms255@EuroTraining.com
www.eurotraining.com/bro/pms255.php

REGISTRATION FORM	
Program:	Using Primavera for Effective Planning, Scheduling & Management (PMS255)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

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