Course Description: Join our Professional Primavera training course in Dubai, available both in-person and online. Learn essential skills and techniques to plan, schedule and manage complex projects using Primavera software. Our intensive program sets you up for success in project management, whether you're a beginner or experienced professional seeking to upskill. Get hands-on experience with this industry-standard tool.

PRIMAVERA

Module 1: Introduction

- Overview of Primavera's capabilities for project scheduling, resource management, reporting
- Key project management concepts like Work Breakdown Structure (WBS), critical path, dependencies
- Guidance on using Primavera's interface and navigation

Module 2: Navigation

- Layout of main screen, toolbars, menus
- Customizing views, preferences
- Project calendars – setup, work hours
- User access and security levels

Module 3: Projects and WBS

- Defining project scope, goals
- Creating new projects
- Developing the WBS structure
- Assigning activities and milestones

Module 4: Scheduling and Resources

- Setting up the project schedule
- Activity details – dates, durations, dependencies
- Managing resources – assignments, costs
- Tracking resource usage over time

Module 5: Cost Management

- Creating the project budget
- Tracking actual costs vs budget
- Generating cost reports
- Integrating costs with the schedule

Module 6: Tracking Progress

- Updating progress and status
- Analyzing critical paths
- Monitoring schedule changes
- Project dashboards and reports

Module 7: Risk Management

- Identifying project risks
- Assessing risk impact
- Developing mitigation strategies
- Using Primavera's risk features

Module 8: Collaboration

- Assigning team roles
- Managing communications
- Tracking team progress
- Collaboration tools

Module 9: Advanced Scheduling

- Lead and lag times
- Float, schedule compression
- Resource leveling
- Advanced EVM techniques

Module 10: Integration

- Importing/exporting data
- Collaboration with MS Project, Excel
- Using web services for reporting

Module 11: Complex Projects

- Multiple WBS levels
- Project hierarchies
- Global changes
- Portfolios/programs

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Module 12: Customization

- ➤ Modifying views
- ➤ Layouts and preferences
- ➤ Security and permissions
- ➤ Reporting templates

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