

Overview

P6 Scheduling Academy

The overall emphasis is on using Critical Path Methods and the software to **manage the project**, rather than emphasizing only the software. The industry needs project managers and superintendents that know how to use the technology of today to manage the challenges of today. This is a very practical hands-on seminar. You will learn to use the software the way experienced managers use it rather than having a demonstration on everything the software can do and not being able to personally do the things managers learn to rely on with this powerful software.

1st Day

Why Schedule?

Basic Scheduling Systems

Fundamentals of the Critical Path Method (CPM)

How to Prepare & Analyze a Network

Using a Work Breakdown Structure

Developing Network Logic Diagrams

Time Saving Hints to Creating the Logic Diagrams

How to Make and Use the Schedule to Create Teamwork

Receiving Input from the Prime Subcontractors Involved

Determining Activity Durations

Calculating Early Start and Early Finish Times

Calculating Late Start and Late Finish Times

Determining Critical Activities

CPM Network Details

Evaluating the Real Effects of a Change

Types of Float; Total, Free, Independent, Shared, & Negative

Using the Different types of Float to Help Manage the Project

Lags; FS, SS, FF, SF - Which lag to use and when

Making Bar Charts from Networks

Early Start or Late Start Bars - With Float or Without Float?

Updating the Schedule - How and When

Using the Schedule to Effectively Manage Resources such as Men, Equipment, & Money

Managing the Project with the Help of the CPM Information

Linear Scheduling Techniques

Summary and Conclusions

2nd and 3rd days

Overview of P6

Starting a new project

Setting up Calendars

Setting up Activity Codes

Inputting Activity Data - the three primary methods of input

Assigning Predecessors - the four common methods

Lags - FS, SS, FF, SF – When and How to use Lags

Organizing the Schedule so that it communicates clearly and concisely

Grouping and Sorting the information so that it communicates

Filtering for just the information desired, simplifying the schedule
Changing the Time Scale to allow the schedule to be read without wasting several additional sheets of paper
Formatting Columns to enable the report to show desired information without unnecessary and confusing detail
Formatting the Bars to best show progress and potential problems - what data to include above, below, in front of, or behind the bars
Saving Layouts so you do not need to recreate the schedule presentation for each team member or report purpose - an enormous time saver
Generating Standard Reports - Bar Charts, Pure Logic Diagrams, Tabular Reports
Project Manger's Reports
Sub's Reports
Superintendent's Reports
Owner's Reports
Procurement Reports - just in time delivery
Target or Baseline Schedules
Updating the Schedule to show actual progress and then making management decisions on how to get back on schedule or adjust the project completion date
Setting the Data Date
Adding Logos, Text, Drawings, or Clip Art, and logos from the internet
Creating a New Schedule based on an Old Schedule
Using Fragnets to Quickly Make New Schedules
Resource Loading a Schedule to show manpower or cash requirements
Date Constraints; what are they and when should you use them
Float Constraints - when and how to use them
Creating Report Specifications that tie the filter and the layout together
Printing a Series of Reports
Importing a Schedule into a Word Processor or Spread Sheet
Major Time saving techniques
Playing "what if games" on the computer to help make management decisions
How to back up the schedule information for historical purposes