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 is 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 Manager’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 Fragments 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 Spreadsheet
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