

**Using Primavera Project Planner Ver. 3.1
Courseware**

Version 1.0, 2004

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Courseware Purpose & Objectives

This courseware is for new and novice users of Primavera Project Planner (P3) Ver. 3.1. It covers the beginners and intermediate levels. The courseware demonstrates in a very simple step-by-step procedure the building up of the project in the Planning phase, then the updating, which occurs in the Monitoring phase

At the completion of this course, the trainee will be able to:

- Differentiate between the project different types of the phases
- Create a new project
- Create Activity Codes dictionary, and link them to activities
- Input activity list
- Input Relationships
- Run Schedule command and understand the results
- Input activity calendars
- Create Resource/Cost Account dictionaries, and assign resources and costs to activities
- Formatting P3, and creating Layouts
- Printing Layouts
- Creating Targets
- Updating projects

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Preface

- Primavera Project Planner (P3) is a tool for Planners, Project Managers, and any person needs to plan-control a project
- This courseware's is perfect for new and novice users of P3. It is a very handy tool for teachers in Colleges and universities whom they are using P3
- This courseware will not teach the reader Project (Construction) Management. It is a pre-requisite to know the science behind PM or CM by at least reading a book, or taking a course
- This courseware can be used as *instructor-led* courseware, or *teach-your-self* courseware:
 - As for the first option, the estimated time would be 3 days, 8 hours a day.
 - As for the second option, the reader can take it up to his/her convenience.
- There are 18 workshops, which will complete a full (small) project starting from creating the project, up until the updating periods. Solving all workshops will lead to:
 - Simulate a real life project from beginning to end, hence putting the reader in the practical mode
 - Organize the information in a very logical order
 - Not overlooking any of the basic and necessary commands and functions in P3
- This courseware will cover the basic and intermediate levels of knowledge in P3
- This courseware is covering P3 Ver. 3.1