2026T/2026TN – Advanced P6 Scheduling

Course Level: Advanced
Course Length: 2-day classes. Or 3-night classes
Prerequisite: Primavera P6 Basic or 3 years P6 experience

This advanced Primavera P6 training course is designed to provide current Primavera users an in-depth look at advanced P6 functionality. It provides a broader perspective on advanced topics such as activity calculation settings, cost accounts, import/export, resource and expense item cost functionality, resource leveling, advanced scheduling concepts, user defined fields, global change, updating baselines, and using reflection projects.

Course Topics

Section 01: User and Admin Preferences
- Review and adjust specific user and admin preferences to provide an in-depth understanding of how they can affect scheduling

Section 02: Duration and Percent Complete Types
- Hands on review of how activity Duration Type affects schedule calculations
- Hands on review of how activity Percent Complete Type affects schedule calculations, specifically around earned value reporting
- Review common default project settings

Section 03: Utilizing P6 Cost Accounts
- Cost Accounts Relationship to Earned Value Reporting
- Example Utilizing All Earned Value Components
- Cost Account Structure in P6
- Create a Cost Account Structure
- Assigning Cost Accounts to activity Resource Assignments or Expense Assignments

Section 04: Importing and Exporting
- P6 XER file import and Export
- Excel Import and Export
- Exporting and Importing Layouts and Reports

Section 05: Utilizing Cost
- Understand how the Resource Type affects units, cost, and earned value field calculations
- Apply hourly rates to labor, non-labor, and material resources
- Add expense items with cost
- View the overall costs for a P6 project file

Section 06: Allocation Resources
- Setting Up the Resource Assignments View Layout
- Apply Budgets and Assign Cost Accounts in the Assignments View
- Changing Resources on Assignments

Section 07: Resource Leveling
- Leveling Concepts
- P6 Leveling Settings
- Activity Leveling Priorities
- Creating Shift Calendars
- Setting the Resource Limits (Max Units/Time)
- Adjust Resource Limits (Max Units/Time)
- View and Print a Resource Profile Summary

Section 08: Advanced Scheduling Concepts
- Adding Contingency to a Schedule
- Retained Logic and Progress Override
- Calendar Effect on Relationship Lag Assignments
- Calculating Multiple Float Paths

Section 09: User Defined Fields and Global Change
- Define and Create User Defined Fields
- Understanding the Global Change Functionality
- Create and Apply a Global Changes

Section 10: Change Control and Baseline Updates
- Use a P6 Staging Project for Pending Changes
- Performing "What-If" Schedule Analysis
- Apply Approved Changes to a Project
- Baseline Updates with Schedule Changes

Section 11: Reflection Projects

- Understand Reflection Projects
- The Common uses for Reflection Projects
- Create, Edit, and Merge a Reflection Project