



Administration in Primavera P6 and P6 Web Access Rel. 7.0

DURATION

5 days

CONTACT HOURS

30

LEVEL

Intermediate

FEE PER DELEGATE

US\$1,500

Administering P6 so a programme is trustworthy: codes, calendars, baselines and who is allowed to change what.

P6 produces confident output from poor data without complaint. A programme with the wrong calendar, constraints used in place of logic, activities nobody owns and a baseline that has been quietly reset will still render a critical path and a progress curve, and both will be wrong. Most of that is an administration problem rather than a planning one. This week covers the configuration and control a trustworthy programme depends on, from the enterprise structure and coding through to baselines, progress and user access.

Available as classroom, live online, in house.

Who it is for

Planners and schedulers using P6, project controls staff, P6 administrators, and project managers who rely on the output.

What you will be able to do

- Set up an enterprise project structure and coding that reporting can actually use.
- Configure calendars so durations and dates mean what they appear to mean.
- Maintain baselines so progress is measured against something fixed.
- Control constraints, and recognise where they are substituting for logic.
- Set user access so the programme cannot be changed without a record.

The outline

DAY 1

Structure and configuration

Enterprise project structure, and why it is decided first · Activity and project codes that reporting depends on · Calendars, exceptions and the duration they imply · Admin preferences and the settings that bite later

DAY 2

Building a schedule that holds

Logic against constraints, and the cost of the latter · Activity types, durations and the meaning of float · Resources and roles, assigned without overloading · Scheduling options, and what each one changes

DAY 3

Baselines and progress

Setting a baseline, and controlling who may reset it · Updating progress consistently across a team · Earned value in P6, and the data it needs · Reporting variance against the right baseline

DAY 4

Multi user and access

Users, security profiles and global change rights · Web access, and what it exposes · Checking a programme in and out · Audit of changes, and recovering from a bad one

DAY 5

Keeping it usable

Layouts, filters and reports that people actually open · Database housekeeping and performance · Importing and exporting without corrupting the logic · Handover of administration

What you leave with

- A configured project structure and code set for the delegate's own portfolio.
- A baseline and progress procedure, written.
- A user and access matrix defining who may change what.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Dubai, United Arab Emirates	US\$1,500
30 November 2026 to 4 December 2026	Port Louis, Mauritius	US\$1,500
7 to 11 December 2026	Nairobi, Kenya	US\$1,500
14 to 18 December 2026	Windhoek, Namibia	R15,000

Fees are per delegate and cover all materials and meals arranged by the delegate. Reg

Register or ask a question

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