Planning & Controlling - Foundation   (3-day course)

Using Primavera P6, this comprehensive course is designed to give you a firm foundation on which to build a successful planning career.   Including theory and principles of best practice, together with hands-on exercises. Learn the skills required to create schedules used to control Projects. Create a Project plan utilising Organisational Breakdown, Enterprise Project & Work Breakdown Structures in the context of the broader corporate organisational structure. Make changes and progress updates, and consider the implications. Baseline your plan and gain insight into how changes in one work-stream can affect activities in others. Completing the workshop will give you confidence in handling real-time planning situations.

August   06/07/08

Planning & Controlling - Foundation Condensed (2-day course)

For those who already have a basic understanding of planning. The course content is as above, but excludes much of the theory and best practice topics and discussions, concentrating instead on more practical "hands-on" learning.

July   19/20

Projects & Resources (2-day Advanced course)

You can improve the returns from a Project by utilising the capabilities of Primavera P6 more effectively. Import/export data; create and use activity, resource and project codes; create UDFs; make global changes; create thresholds; manage issues; consider risks.   Recognise significant Project change by comparing baselines. Develop scope variation visibility.   OBS, EPS, WBS, calendars, progress measurement techniques, schedule baseline management and integration techniques are all covered, as is top-down estimating, advanced scheduling and earned value analysis, 3rd party application interfaces and associated Primavera templates, include Claim Digger, Excel, and MSP.

August   09/10

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Advanced Project Controls (1-day course)

Improve the returns from a Project by utilising the capabilities of P6 more effectively via the enhanced metrics, methods of performance analysis, and display of results.

August   03

Administration (1-day course)

For those responsible for planning system security, setting Project access rights for end users, and the preservation of global data. Using Primavera, you will learn about OBS, EPS, Security (User Access privileges), Import/Export and Primavera version development. Learn how to set up the administrative 'permissions to view' and how to amend the coded data structures within P6 which control user access and the security of the system. Use the principles of best practice which govern how to define the security model and its functional basis in the Project or Corporate structure.

July   10

Reporting (1-day Advanced course)

Enhance the presentation of your Project data to others.   Make the best use of the reporting facilities available in Primavera P6.   Create and present complex reports and graphics from P6, and integrate and utilise reports in various formats and applications.   Create and examine tabular reports, layouts, filters, Project website publishing and periodic progress reporting.

August   02

Introduction to Risk Management (1-day course)

Discover the huge potential of Primavera Risk Analysis for improving the performance of your Projects and potential success of bids.   This high level overview covers the basics of interpreting cost & schedule risk impacts, the results, and the qualitative and quantitative assessment of the total risk exposure of a Project.   Gain an understanding of the work carried out by risk management planners. Source and collect relevant information.

July   12

Risk Management (3-day course)

Use Primavera Risk Analysis to integrate costs and planning, and control and respond to potential risks. Use Risk Management methodology and analyse the results with the application of risk analysis to Project plans. Create a risk register during the risk workshop, and combine it with the schedule data. Develop the ability to quantitatively assess, mitigate and plan for risk before assessing in detail the total risk exposure of the Project. Learn how to anticipate risks, understand their potential for harm or benefit (negative risks), calculate the probability of such events happening, and how to mitigate unexpected events. Produce a supportive probabilistic schedule. Consider how these techniques can be used in tender preparations, bid evaluations and Project approval decisions. Improve performance, returns, understand probabilistic conditions on projects, and win tenders by submitting sharper bids.

July   23/24/25

Offices/training Venue: ACS House, 24 Balnagask Road, Aberdeen AB11 8HR

Email: enquiries@acsltd.co.uk   Website: www.acsltd.co.uk Tel: +44 1 224 875867

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Managers Overview (1-day course)

Designed to assist planning managers, lead engineers, project team members – in fact anyone who requires the use of Primavera for the management, control and monitoring of a Project or portfolio of Projects. Gain a comprehensive understanding of the functionality and use of Primavera at a high (not hands-on) level. Primary objectives are to provide a comprehensive understanding of how Primavera is used to manage and control resource-based Projects (Asset Planning); provide an understanding of the common problems and pitfalls arising during the use of Primavera together with symptoms and solutions, e.g. why P6 appears to be giving unexpected results when summarising.

July   26

Managing Shutdown, Turnaround & Outage Events

This Private, Advanced, course using Primavera P6 is dedicated to the particular type of shutdown, turnaround or outage which interests you. Involves configuration appropriate to the event and the procedures for creating the schedule from the scope, coding, configuration and methodology appropriate to maintaining the schedule during both the planning and execution phases. P6 produces a deterministic, critical path, schedule. STOs typically have high risk with high cost impact with delays to schedule. Content and duration is dependent upon your risk management experience.

Budgets and Costs (1-day Advanced course)

Cost management is essential to maintaining the financial integrity of any Project, Contract or Portfolio. Using P6, this   course is designed to enable you to combine CWBS/WBS and the organisation's budget and cost data within the associated P6 Project schedule.   The cost and performance benefits available in P6 have the ability to track all the money spent on the Project from a top-down or bottom-up perspective. Manage your Project budget successfully.

July   27

Web Portfolio Management (1-day course)

Introducing the concept of Project management by portfolio, this course covers the creation and management of portfolios. View the performance of a portfolio, select and present appropriate data, and examine using the analytical tools available in Primavera P6.   View and manage the issues and risks.

July   13

Planning Workshops

A Planning Workshop is a very useful tool to use in order to ensure clarity about the steps that require to be taken in order to achieve your organisation's objectives. Get everyone on board and develop concrete plans for your work. Resolve issues and conflicts. Your agenda might include e.g., developing advanced Planning methodologies and strategies; Business & Planning management techniques, strategies, performance measurement and portfolio integration; Resource Planning/levelling development linked with logistics and asset schedule integration; BS– development, top down estimation – budget & performance; Advanced schedule integration, labour and non-labour usage (Drilling, Subsea & Shutdown); Multiple assets/locations; SAP – Primavera (PMR) interfaces – Primavera integration linked with annual budgets, Progress & earned value deliverables; Advanced WBS, contractor (EPC) schedule rollup and integration; Master Schedule management – development and bench marking; Scenario & "What-if" planning techniques; Methodology Manager – Templates, definition, creation and usage; The Primavera Database – replace spreadsheets, systematically manage project data and project reporting requirements; Risk Model development – Probabilistic scheduling techniques; Facilitating specific lessons learned/schedule development or planning workshops tailored to deliver client objectives and the development of bespoke workshop materials and outcomes focusing on operational requirements. The Workshop structure is flexible to facilitate aspiration & ideas development.

Facilitated Workshop

An intensive, structured, meeting led by ACS as impartial leader or facilitator, and designed to enable the participants to specify business needs & requirements in accordance with the published objectives. This is an interactive workshop environment in which all key players contribute to the information gathering and decision-making processes, where issues are highlighted, discussed & resolved as the participants contribute on a practical level to the attainment of business development solutions, agreeing a consensus of ideas and actions. This process replaces the need for the lengthy interview and analysis methods traditionally used when information-gathering from the various parties. ACS Facilitator is in attendance to keep the group on track and ensure that the objectives are met, which saves time and ensures nothing is missed.

The Workshop Owner

The Owner has responsibility for the Project and Workshop content from the perspective of the business or Project requirements, and they ensure attendance of all of the critical people. The Owner is responsible for making final decisions which are effectively delegated to the Workshop participants. Workshop Owner underwrites decisions made at the workshop and invites participants to present other views and skills necessary to meet the objectives (contractors, lessons learned etc.). An ACS facilitated workshop has a set agenda, and each item has definite goals. The session is put together in such a way as to maximise client contribution and to ensure that all is documented in a productive and effective manner. By using this process workshop groups are much more likely to achieve objectives and put forward creative ideas and suggestions as the issues are identified and become clearer. Actions are agreed by everyone and can be rolled out to a wider distribution for further discussion if appropriate.

Benefits of using Facilitated Workshops

A major benefit is rapid, quality, decision-making. All key stakeholders are in attendance at the same time therefore there is confidence in the results. The focus is on the objectives to be achieved in the session so that the information gathering and review cycle is performed at a greater speed. Greater buy-in Workshops, run effectively, lead to participants feeling more involved in the programme and the decisions being made. This helps build team spirit in a controlled way, working to achieve consensus and delivering valuable content. Promotes understanding and co-operation between departments and organisations which is particularly important when Project interfaces or integration is required.   Content agreed by the stakeholder promotes practices being reviewed as a result of the Workshop and participants gain a greater understanding of the inputs and implications of their work.

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