



## COURSE SYNOPSIS

### Reporting (Advanced)

duration 1 day

Learn how to obtain the relevant data from Primavera and present the information in the best format considering the needs & requirements of your audience. These are essential factors to consider when presenting your Project data to others. The content should be clear, concise, and be easily assimilated by the reader in order to ensure that any appropriate actions will be taken. Using Primavera P6 you will become familiar with the facilities available for displaying your Project data.

Different media (e.g. print, web, dashboards) are considered with respect to availability and appropriate format of the reporting tools available. In the case where available facilities are inadequate alternatives are discussed – e.g. present your Primavera Project data in a different manner or adopt the use of an alternative reporting tool.

The course format allows for discussion of the principles involved before addressing the practical details of how to prepare the desired reports together with practical sessions.

### Summarised Course Content

- Reports appropriate to readership, content, presentation and media
- The available options in Layout/Print Preview and Tools
- How to produce and modify reports from each using Report Wizard and Report Editor
- Using a P6 report to format data for a third party application to obtain enhanced presentation
- Printing
- HTML publisher, Project Website
- Job Services
- Select and Compare Projects / Baselines - Claim Digger
- Augmenting P6 with third party applications

### Who should attend?

- Planners who realise the importance of presenting the right data well.