

Subject: primavera (P6) course offer

Dear Mr. / Mss.

Good day from **Dar Amman Academy**

We are pleased to bring to you the following training course offer:

Course Title	Duration	Starting Date	Ending Date	Price JD
Primavera course(P6)	20 hrs 5:00pm To 9:00pm	19/2/2012	23/2/2012	200

* Trainers have 15 years of experience and Certified primavera trainer from oracle.

Our training courses are unique and provide the best value for the money. Our trainers and facilitators combine their knowledge and expertise to bring progress and development to yourself and to your organization and will ensure that every aspect of program development meets and exceed your needs and expectations.

Kindly find attached the course outline.

For more information or clarifications, please do not hesitate to contact us.

Best Regards,

Mohammad Dassin



**Project Management in P6 Client-Server
Course**



Introduction

This course provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also will gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

Learning Outcome

At the completion of this course the student will be able to:


- Describe Primavera solutions
- Describe the Project Management Life Cycle
- Describe enterprise and project specific data, navigate in the home and activity window and customized a layout
- Describe enterprise Project Structure
- Create a project
- Create a work breakdown structure
- Add Activities
- Create Relationships
- Schedule a Project
- Assign Constraints
- Maintain the project documents library
- Format schedule data
- Describe roles and resources
- Assign Roles
- Assign resources and cost
- Analyze Resource/Cost Usage
- Optimize the project plan
- Baseline the project plan
- Project Execution and Control
- Describe reporting methods

Who Should Attend

This course is targeted for Project Managers, Project Control Managers, Project Control Engineers, Planning and Scheduling Engineers, Quantity Surveyors and others interested in managing projects successfully or willing to contribute to project success.

In What Industries

Government, Real Estate Development, Aerospace, Defence, Engineering and Construction, Manufacturing and Industrial, Oil and Gas\Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology,



Telecommunication, Automotive, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Course Instructors

Ms. Inas Abedi

Ms. Inas Abedi is a Professional Services Consultant holding a Civil Engineering bachelor degree, with a working experience of 8 years in different contracting companies both domestic and international. I have been engaged in a wide variety of projects with an estimated total value of US \$ 251 million in between Jordan, Iraq, and Libya, Qatar.

My working experience has included holding several positions such as: Structural engineer, Technical Manager, Planning Engineer, Cost Control, Value Engineering, project management, design revision /supervision, and P3,P6 trainer.

I have attended a Project Management Professional course & currently I am a PMI (PMP) Certification candidate, **Certified from Oracle University for Primavera client/Server Partner Trainer Course LVC & Certificate**



Course Outline

Introduction to Primavera

- Describe Primavera solutions
- Describe P6

The Project Management Life Cycle

- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

Data, Navigating, and Layouts

- Describe enterprise and project-specific data
- Log in
- Open an existing project
- Navigate in the Home window and Activities window
- Open an existing layout
- Customize a layout
- Save a layout

Enterprise Project Structure

- Describe the components that comprise the Enterprise Project Structure
- View the EPS

Creating a Project

- Create a project
- Navigate in the Projects window
- View and modify information in Project Details



Creating a Work Breakdown Structure

- Define a Work Breakdown Structure
- Create multiple levels of a WBS hierarchy

Adding Activities

- Describe an activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

Creating Relationships

- View a network logic diagram
- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in Activity Details

Scheduling

- Perform a forward and backward pass
- Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report

Assigning Constraints

- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe the available constraint types

Maintaining the Project Documents Library

- Describe the difference between a work product and a reference document
- Create a document record
- Link the document record to a project document or work product
- Assign the project document to an activity or WBS

Formatting Schedule Data

- Group activities according to a specific criteria
- Sort activities
- Apply a filter
- Create a filter



Roles and Resources

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, nonlabor and material resources
- View the resource dictionary

Assigning Roles

- Assign roles to an activity
- Assign rates on roles

Assigning Resources and Costs

- Assign resources by role
- Assign labor, nonlabor, and material resources to activities
- Adjust Budgeted Units/Time for a resource
- Assign expenses to activities

Analyzing Resources

- Display the Resource Usage Profile
- Format a profile
- Format the timescale

Optimizing the Project Plan

- Analyze schedule dates
- Shorten a project schedule
- Analyze resource availability
- Remove resource over allocation
- Analyze project costs

Baselining the Project Plan

- Create a baseline plan
- Display baseline bars on the Gantt Chart
- Modify the bars on the Gantt Chart

Project Execution and Control

- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project



Reporting Performance

- Describe reporting methods
- Run a schedule report
- Create a resource report with the Report wizard
- Create a report using the current layout

Inas A

Personal Information :

Objective:

Seeking a career in a construction associated firm that offers education, experience and advancement potential in the fields of planning, coordination, technical & logistics management in order to become a professional leader in the field

Education:

Albalqaa' Applied University.1999-2004. Faculty Of Engineering Technology

BSc Civil Engineering

Training:

- **PMP, PMI** preparing Course for the certificate.
- **Primavera P6** ,Certified instructor from oracle.
- Primavera course P6,102(level 1,2) ,Planner
- **PCM (Project Contract Management)**
- Trainee at Mira Water Technology and Treatment Co.[proposals department]
- Trainee at the Royal Scientific Society and work with them as a team in a safety audit manual.
- Had Participated at the Jordan International Conference on Sustainable Development of Transportations System.
- Attended The 4th Jordanian Quality Conference.
- A leadership Course with INJAZ program.
- Trainee at Associated Consulting Engineers Int'l (ACE) for 8 months before graduation which I worked with after the graduation.

General Skills:

- Computer [Microsoft Office]
- AutoCAD course on campus.
- Primavera course P3(level 1,2)
- Primavera course P6,102(level 1,2)
- PCM ,Project Contract Management
- PPM
- Internet.

Languages:

Arabic : Mother tongue

English: Good in both written and spoken

Undergraduate Employment Experience:

* Jumper LTD_SOCH SHOP Division, Noga Trading Company, Amman- Jordan (2003-2004).Position : Sales Employee.

* Munzir Al-Qutob Trading [Export & Import] Company, Amman-Jordan
(2002- 2003) . Position : Sales Employee/Part Time.

* Mira Water Technology and Treatment Company ,Amman- Jordan
(2002-2003). Position: Training Engineer proposals division.

Graduation project:

The application of Road Safety Audit in Jordan case studies of rural and urban roads (which had been acknowledged by The Jordanian Royal Scientific Society as a basis for its complementary studies).

Working Experience:

1) Jan2011- up to date:

Firm : Emaar contracting Co.

Position : Site Manager.

Project: SAMARAH DEAD SEA,THE DEVELOPER IS EMAAR DUBAI

2) Nov2009-UpTo Jan2011:

Firm : CMCS- Jordan

Position : Professional Service – Consultant.

Jan 2010- Jan2011: * Certified Trainer in Primavera 6, held many successful P6 training courses, and P3 training courses with the Jordanian Engineers Association /ETC.

* Execution of the following projects:

Project 1 : Munya Truism Project(Green Building).

My Task: Prepare Baseline Schedule with Cost/Resource Loaded and update the Schedule Reports. (For contractor)

Project 2 : Logistic Storage Warehouse (Qatar).

My Task: Prepare Baseline Schedule with Cost/Resource Loaded. (For the contractor)

Project 3 : Automated Parking (Amman).

My Task: Prepare Master plan and client cash flow, Structure & architecture design review; prepare project tenders & Floatation Analysis with the company team, residential site engineer as CM engineer. (For client)

Project 4: Re-habitation & Upgrade of the Housing Bank Commercial Building &Le Meridian Hotel in Amman.

My Task: Prepare Baseline Schedule. (For contractor)

-

3) Nov 2007- Oct 2009:

- Primavera Software Lecturer (Level 1, 2) in cooperation with the *Arab labor organization (Libya-Tripoli)*
- Execution of the following projects with Ramco – Libya for general contracting

Project 1 : Benghazi 5+ Hotel (Libya-Benghazi)

Position : Technical Manager & Planning Engineer

Project 2 : Tripoli Gate Project (Libya-Tripoli)

Position : Technical Manager & Planning Engineer

4) Nov 2006-Nov 2007:

Firm : Al-Ibticar Co. for Engineering & Contracting Co.

Project 1 : Al-Basrah Hospital (Iraq-AlBasrah)

Position : Planning Engineer (primavera Software) part time

Project 2 : Al-Rumaitha Treatment Plant (Iraq-Rumaitha)

Position : Planning Engineer (primavera Software) part time

5) Aug 2007-Nov 2007:

Firm : Consolidated Establishment Engineering Contracting Co.(CEEC) .

Project : International Academy School (Jordan-Amman)

Position : Site manager & Planning Engineer (primavera Software)

6) Aug 2005-Jul 2007:

Firm : Consolidated Establishment Engineering Contracting Co.(CEEC) .

Project : Sundays Aqua Park (Jordan-Dead Sea)

Position: Site manager & Planning Engineer (primavera Software)

7) Jul 2004-Aug 2005:

Firm : Associated Consulting Engineers Int'l (ACE) .

Project : Ragm Al-Shami Secondary School (Jordan-Amman)

Position: Site Consultant Engineer