G-Cloud Service Definition - Primavera Training

Revision: 1

Issue Date: 22 Apr 2024

Contents

Simplified Complexity
– it's just what we do

1.0   Service Overview – Primavera P6 Training

1.1   Summary

HPS's Training Academy provides a comprehensive range of certified training courses for Primavera software. Our Primavera training courses are delivered by certified P6/OPC/Aconex/Unifier consultants with years of experience and subject matter expertise. Our Primavera trainers will share real-life examples and an end of course exam will consolidate your learning.

1.2   Features

- Primavera P6, Planning, Scheduling, Mobile Progress, Resource Management, Reporting, Administration

- Primavera training includes OPC Portfolio, Schedule, Resource, Progress, Risk Management

- Training for Primavera Aconex project execution, document collaboration, connected cost

- Unifier project controls covers contract, cost, risk, change, document management

- Public or private Primavera training courses meeting your requirements

- Onsite Primavera classroom training or online depending on your requirements

- Environments and configured software are supplied during Primavera training

- Your Primavera trainer is certified in the application being trained

- Primavera training covers the full spectrum of software use cases

- Many Primavera training courses come with supporting workbooks

1.3   Benefits

- Primavera training fully certified by the HPS Training Academy

- Primavera training certificates issued only after satisfactory performance

- HPS Training Academy is ISO 9001 and ISO 27001 compliant

- Consistency of delivery for Primavera training courses

- All Trainers are Oracle Primavera software experts first and foremost

- Primavera Trainers will ensure they know the products you use

- Bespoke Primavera training offered, tailored to your organisational requirements

- Outsourced Primavera training offered at competitive rates

1.4   Training Course Details

1.4.1   Primavera P6 Professional – Introduction

Duration: 1 Day
Course Delivery: Online
Who Should Attend: Project Managers, Planners, Schedulers, Users Wanting a P6 Refresher
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Course Design …

This course is designed as an introduction to P6, for users who have either never used Primavera P6 before or for users who would like a refresher course in the software.

- Basic Administration
- Project Navigation
- Creating a Project
- Creating a Work Breakdown Structure
- Adding Activities and Creating Relationships
- Scheduling your project

Benefits…

This course will help you

- understand a little of what Primavera Professional can do
- get a basic understanding of Primavera P6
- refresh your knowledge if you where a previous Primavera user

Project Management Software Changes…

Primavera P6 Professional is continuously developed by Oracle and so as new versions are released the product changes. This course will inform you of these changes and how they affect the job of the planner, scheduler, resource manager and project manager.

Course Objectives

Benefits…

Enrolling in this Primavera P6 course will help you either

- refresh your knowledge in P6
- provide an insight into the power of Primavera

Explore Project Management Fundamentals…

This course stresses the one of three basic elements of project management – scheduling, and everything leading up to that point. At the end of each day is a fun, interactive with a revision quiz.

Course Topics

- Basic Administration - Project Navigation - Creating New Projects - Creating a Work Breakdown Structure - Adding Change Activities	- Creating Relationships - Scheduling - End of Course Summary

1.4.2 Primavera P6 Professional – Constraints, Filters, Resources & Costs, Fixing Issues

Duration: 1 Day
Course Delivery: Online
Who Should Attend: Project Managers, Planners, Schedulers
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

This 1 day P6 Professional course is designed for users who are familiar with setting up Projects and scheduling in P6, but would like further instruction relating to taking the Project further along the Project Life Cycle.

For just £250 for the day, you will receive a Hyde Park Solution Training Academy certificate for completing this P6 course, along with an optional hard copy manual from Paul Eastwood Harris.

Learn To
- Add Constraints
- Project related documents
- Group of Activities
- Filtering
- Roles & Resources
- Baseline the Plan

Benefits…

This P6 one day course will help you use Primavera to the next level along the project lifecycle.

Course Objectives

Benefits…

Enrolling in this Oracle Primavera P6 course will help you understand the fundamental features and functions with Primavera P6 Professional.

Key features are learning how to manage projects to complete them on time and within budget, and within your organisation's resource capacity.

Explore Project Management Fundamentals…

This course stresses post-scheduling, additional functionality in terms of constraining, grouping and sorting, resource and cost planning and base-lining the plan. At the end of each day is a fun, interactive, revision quiz. At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise.

Course Topics

- Adding Constraints
- Project Related Documentation
- Grouping the Activities Window
- Filtering
- Roles

- Resources
- Assigning Roles and Resources
- Resource Allocation
- Optimising the Plan
- End of Course Summary

1.4.3   Primavera P6 Professional – Baselines, Updating & Reporting

Duration: 1 Day
Course Delivery: Online
Who Should Attend: Project Managers, Planners, Schedulers
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

This 1 day P6 Professional course is designed for users who are interested in Updating a P6 Plan, Viewing the Updated Plan including Variances, Re base-lining the Project, Updating Baselines, Reporting, Import/Export, User-defined fields and Global Changes, Tips and Tricks.

Learn To
- Updating a P6 Project
- Re baseline
- Create and rune Reports
- Use Primavera Visualiser
- Import and export
- Using User Defined Fields
- Tips and Tricks

Explore Project Management Fundamentals…

All workshops and instruction stress the three basic elements of project management – scheduling, resources and costs. At the end of each day is a fun, interactive, revision quiz where the delegates will be split into teams. At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise.

Course Objectives

Benefits…

Enrolling in this Primavera P6 course will help you understand the basic features and functions of Primavera P6 Professional, also includes extra additional more advanced functionality. Learn how to update the plan, view and report the plan and baseline and re baseline the plan.

Explore Project Management Fundamentals…

This workshops stresses one of the three basic elements of project management – updating and reporting. At the end of each day is a fun, interactive, revision quiz. At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise.

Course Topics

- Updating a P6 Project - Updating Baselines - Creating and Running Reports - Primavera Visualiser - Import and Export Projects	- Import and Export MS Project - User-Defined Fields and Global Changes - End of Course Excercise

1.4.4 EPPM Primavera P6 Fundamentals

Duration: 3 Days
Course Delivery: Classroom / In-House
Who Should Attend: Business Analysts, Functional Implementers, Project Managers, Planners, Schedulers, End Users
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Learn To
- Fully understand Primavera P6 EPPM functionality and navigation
- Create a project and take it through the complete Project Life Cycle
- Monitor Critical Path Analysis
- Manipulate the plan for your own company requirements
- Create, assign and analyse Roles and Resources
- Baseline (Create a target of) the plan
- Update the plan when it has started
- Create Reports and printed output

Benefits
This course will help you (in the most relaxed and helpful environment) understand the basic features and functions of Primavera P6 EPPM, also includes extra additional more advanced functionality, so that you can apply them to your organisation's project management processes. Key features are learning how to manage projects to complete them on time and within budget, and within your organisations resource capacity.

Explore Project Management Fundamentals
All workshops and instruction stress the three basic elements of project management – scheduling, resources and costs.
At the end of each day is a fun, interactive, revision quiz where the delegates will be split into teams. At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise, either on your own, or choose to work alongside a colleague.

Course Objectives

Benefits
Enrolling in this course will help you (in the most relaxed and helpful environment) understand the basic features and functions of Primavera P6 Professional, also includes extra additional more advanced functionality, so that you can apply them to your organisation's project management processes. Key features are learning how to manage projects to complete them on time and within budget, and within your organisation's resource capacity.

Explore Project Management Fundamentals
All workshops and instruction stress the three basic elements of project management – scheduling, resources and costs.
At the end of each day is a fun, interactive, revision quiz where the delegates will be spilt into teams.
At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise, either on your own, or choose to work alongside a colleague.

Course Topics

- Understanding P6 Data
- Enterprise Project Structure
- Creating a Project
- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Assigning Constraints
- Using Reflection Projects
- Formatting Schedule Data
- Roles and Resources
- Assigning Roles
- Assigning Resources
- Analysing Resources
- Optimising the Project Plan
- Baselining the Project Plan
- Project Execution and Control
- Reporting Performance
- Portfolios
- Dashboards
- Project Workspace
- User-Defined Interface Views
- End of Course Summary Exercise

1.4.5 EPPM Primavera P6 Advanced

Course: EPPM Primavera P6 Advanced
Duration: 2 Days
Course Delivery: Classroom / In-House
Who Should Attend: Project Managers, Planners, Schedulers, End Users, Business Analysts, Functional Implementers
Prerequisite(s): Knowledge of Project Management Principles, EPPM Primavera P6 – Fundamentals (3 Day)

Course Overview

Learn To
- use high-level resource planning
- use resource levelling
- staff resource requests
- create resource teams and role teams
- assess portfolio performance
- view return on investment data
- conduct waterline analysis
- use advanced scheduling techniques

Benefits
Enrolling in this course will help you understand P6's resource and portfolio functionality so you can make improved project management decisions. You'll learn how to manage resources effectively to maximise investment. You'll also develop the skills to select and prioritise projects to align strategy, execution and results.

Explore the P6 Web Interface
Please note that this course uses the P6 Web interface. Case studies reinforce new skills and functionality.

Course Objectives

- Use advanced scheduling techniques
- Analyse portfolio performance
- Manage multiple projects
- Create resource teams
- Use high-level resource planning
- View portfolio performance
- Staff resource requests
- Create a portfolio
- Use resource levelling

Course Topics

- Creating Resource Teams and Role Teams
- Analysing Portfolios
- High-Level Resource Planning
- Managing Allocation
- Staffing Resource Requests
- Resource Levelling
- Advanced Scheduling
- End of Course Summary Exercise

1.4.6   EPPM Primavera P6 High Level Overview

Duration: 1/2 Day
Course Delivery: Online
Who Should Attend: Project Managers, Anyone who requires analysing information at higher and lower levels
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Learn To
- View Portfolios
- View and Modify Dashboards
- Edit Portfolios to be shown in Dashboards
- View Project Information
- Change Views and Layouts
- Run Filters
- Edit Project Information using Activity Codes and Date Ranges
- View Project Health via Schedule Checker
- View Project Workspace
- View Reports

Benefits
Enrolling in this course will help you understand Primavera P6 EPPM functionality and capabilities for gaining and extracting information. This is designed purely as an Overview course, with limited hands-on functionality, and is specifically designed for end-users who require information from EPPM, without being involved in the planning and execution of projects

Course Objectives

- Analyse portfolio performance
- View high-level Dashboard information
- View multiple project information
- View single project information
- Interrogate project performance
- Critical Path Analysis
- Check project health using Primavera Schedule Checker
- Run Reports

Course Topics

- Creating Portfolios
- Creating Dashboard
- View Project Workspace
- Schedule Checker
- View Project Information
- Run Reports
- End of Course Summary Exercise

HPS™
Hyde Park Solutions

1.4.7   P6 Professional: Schedule Planning Foundation

Duration: 2 Days
Course Delivery: Classroom / In-House
Who Should Attend: Business Analysts, Functional Implementers, Project Managers, Planners, Schedulers, End Users
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Schedule Planning Foundation is the recommended first of planning, scheduling and resource management workshops. The workshop begins with the explanation of the EPS (Enterprise Project Structure) ie – where your projects live due to organisation purposes, and access rights, and discusses the different data types within the P6 tool ie Global Data and Project Specific Data. Delegates get 'hands-on' to the software very quickly and this two-day course lays the foundations for new users. Working in teams and led by an experienced CIPD qualified P6 trainer with 20yrs of experience, the delegates will initially navigate around an existing P6 plan to gain insight into the functionality of the tool. They will then create a realistic schedule in P6 by creating a new project, building a Work Breakdown Structure – WBS (which are the deliverables) and adding activities to the schedule. Also, the delegates will gain an understanding of the values of using activity codes (MS Project doesn't have these) and how to create calendars and notebook topics, as well as using activity steps to break down activities in to a 'to do' list. After adding relationships (dependencies) to their plan, the next step would be to understand the CPM: Critical Path Method of scheduling, the importance of reviewing the schedule log to view results and detect errors in the plan, and how to assign both project and activity constraints, and manage multiple projects. The course also involves Optimising, or fixing any errors in the plan.

Throughout the initial generic workshops and exercises, the labs will then be tailored to each individual delegate's own industry, enabling them to create a bespoke P6 project plan related to their own specific working environment.

Course Objectives

Regardless of which industry you work in, these workshops will help you to understand the main functionality of Primavera P6 Professional, so that you can apply these concepts to your own organisational way of doing things. You'll also learn how to manage your projects on time and within budget to ensure the best outcomes from capital and resource investments. The course uses Primavera P6 Professional client/server application.

Course Topics

- Understand P6 structures and security
- Navigate in P6
- Understand project defaults
- Create a project
- Understand and creating a Work Breakdown Structures
- Different activity types
- Add activities to a schedule, including steps and activity codes
- Creating calendars
- Add a notebook topic

- Different relationship types and lags
- Schedule the plan, includes CPM scheduling, schedule log, loops, open-ends, multiple float paths
- Apply project and activity level constraints
- Create links to project related documents eg. contracts, scope documents, CAD designs
- Group, sort and filter
- Optimize the plan eg. Fix any problems like negative float
- Manage multiple projects

HPS™
Hyde Park Solutions

1.4.8   P6 Professional: Schedule Planning Execution

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Business Analysts, Functional Implementers, Project Manager, Planners and Schedulers
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Schedule Planning Execution follows on from the basic fundamentals 2 -day training for users of P6 Professional. In this one-day workshop, the delegates will learn how to create a baseline (target of the plan) and then assign it to the project, and display the baseline bars. Delegates will then learn how to apply actual progress to the plan and reschedule activities to status the plan with up-to-date information. Working in teams and led by a CIPD qualified trainer with 20yrs experience, the delegates will determine which is the most appropriate method for updating their project. In addition, the delegates will find out how to suspend and resume an activity, compare variances between the newly updated plan and the original baseline, manage documents and analyse the updated project. The course includes viewing existing reports, amending existing reports and creating new ones. Also included is producing printed output, saving html copies of plans, and Primavera Visualiser – a highly effective reporting tool provided within the Primavera P6 tool. Visualiser produces Time-scaled Logic diagrams, Gantt Charts and Project Comparison reports.

Throughout the workshop, the hands-on labs and exercises will enable delegates to reinforce their learning by updating realistic projects and also bespoke plans.

The focus of this workshop is to build on the skills learned in the Foundation workshop with an emphasis on baselining, updating progress, and reporting output in order to control projects with confidence. This course uses Primavera P6 Professional Windows-based client/server application. It is appropriate for those using Primavera P6 Professional either as a stand-alone application or as part of P6 EPPM.

Course Objectives

To enable each delegate to confidently create and apply baselines to projects, display the baseline bars in the Gantt chart, chose the most appropriate method of updating the plan, and then produce highly effective reports, printed output and explore the Primavera Visualiser reporting tool.

Course Topics

Baselines
- The Baseline Process and guidelines
- Create, assign and display baselines in the Gantt chart
- Modify baselines and Gantt chart text, additional text boxes (Gantt chart), display curtains and bar necking

Updating Progress
- The Update Process
- Various Methods of Applying Progress
- Using the Progress Spotlight
- Completed Activities
- In Progress Activities
- Suspending an Activity
- Applying a new Data Date

Analysing the Schedule
- Interrogate the Schedule Log
- Interrogate the Project Plan
- Check for Problem Areas

Reporting Performance
- Viewing Schedule Variance between the Updated Project and the Baseline
- Viewing the Reports Window and Running Existing Reports
- Using the Reports Wizard to Create New Reports
- Modify Existing Reports
- Time-Distributed Reports
- Creating Printed Output
- Primavera Visualiser Tool for Time Scaled Logic Diagrams, Gantt Charts and Project Comparison Reports

Managing Documents
- Using the Work Products and Documents Window
- Assigning WP's and Docs

1.4.9 Primavera P6 Administrator

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Super Users, P6 Gurus
Prerequisite(s): Advanced P6 PPM Training, Advanced P6 EPPM Training, experience of using P6

Course Overview

The P6 Administrator Training course covers both PPM and EPPM products.

The 1 day session begins with the explanation of the EPS (Enterprise Project Structure) ie – where your projects live due to organisation purposes, and access rights, and discusses the different data types within the P6 tool ie Global Data and Project Specific Data. You will also be taught about the OBS.

Delegates get 'hands-on' to administer the software very quickly. The session is led by an experienced CIPD qualified P6 trainer with 20yrs of experience, the delegates will initially navigate around an existing P6 plan to gain insight into the functionality of the tool from an administration perspective.

Course Objectives

Regardless of which industry you work in, this course will help you to understand the main functionality of P6 from an Administrators perspective.

You will be able to apply these concepts to your own organisation, able to manage and support its way of doing things, using P6. You will or should be capable of providing end users with a basic level of support.

Course Topics

- Understanding P6 Data Structures (EPS, OBS)
- Setting up New Users (Privileges, Access Rights, P6 Modules, Passwords)
- Global Security Profiles (What Global Data can User Access)
- Project Security Profiles (What Project Data can Users Access)
- User Interface Views (What specifically do user see in P6 EPPM specific)
- Enterprise Project Data (Coding, Calendars, Admin Preferences, Categories, Baseline Types etc)

- Creating Resources Data Table (General Resource Data, Price/unit, Resource Calendars, Default units/time)
- Creating Roles Data Table (General Role Data, Price/unit, Role Proficiency, Max units)
- Creating Global Layouts and Filters
- Job Services (Summarising, Exporting, Scheduling)
- Creating Dashboards
- Creating Portfolios

1.4.10 PPM Primavera P6 Role & Resource Masterclass

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Resource Managers, Planners, Schedulers, Resource Specific Capacity Planners
Prerequisite(s): Knowledge of Project Management Principles, Primavera P6 Professionals Fundamentals knowledge

Course Overview

Learn To
- Create Roles and Resources
- Add/modify Resource and Role Information
- Assign Roles and Resources
- Modify Role and Resource Defaults and Costs
- Identify and rectify Resource Over-allocation
- Create and Run Resource Reports
- Assign linear and non-linear resource distribution
- View Multiple Resource Allocation
- View/modify Resource Histograms and Spreadsheets
- Create Resource Calendars
- Use Resource Dependent Activity Types

Benefits
Enrolling in this course will help you understand Primavera P6's Role, Resource and Cost functionality in full by focusing purely on the Resourcing section of Project Management and Planning. It involves detailed Role, Resource and Cost allocation and analysis, and provides an extensive day-long course designed to facilitate the end-user with excellent knowledge and capabilities to fully resource and cost a plan.

Course Objectives

- Create Roles and Resources
- Add/modify Resource and Role Information
- Understand Resource Calculations in P6
- Assign Roles and Resources
- Change Views and Layouts (Units and Costs)
- Modify Resource Settings
- Analyse Resources using Resource Usage Profiles
- View S-Distribution Curves
- Use Stacked Resource Usage Profile
- Use Resource Curves
- Manual Resource Allocation
- Use Resource Levelling
- View Resource Usage Spreadsheet
- Use Bucket Planning
- Use Resource Codes
- Create Resource Reports
- Create Resource Calendars
- Use Resource Specific Activity Types

Course Topics

- View/Modify the Role and Resource Dictionaries in P6
- Assign Roles and Resources to single or multiple activities
- Create layouts specific to Resource analysis
- View single project or multi-project resource analysis via histograms and spreadsheets
- Pin-point areas in project contributing to resource over-allocation
- Resolve resource conflicts
- Assign linear and non-linear work hours
- Search for specific resources based on coding
- Create and run Resource specific reports
- Resource Calendars

1.4.11 PPM Primavera P6 Workforce Development

Duration: 2 Days (Weekend)
Course Delivery: Classroom / In-House
Who Should Attend: Private Individual, Freelance Planner, Non-Corporate Learner, Students
Prerequisite(s): Knowledge of Project Management Principles

Course Overview

Learn To
- Fully understand Primavera P6 functionality and navigation
- Create a project and take it through the complete Project Life Cycle
- Monitor Critical Path Analysis
- Manipulate the plan for your own company requirements
- Create, assign and analyse Roles and Resources
- Baseline (Create a target of) the plan
- Update the plan when it has started
- Create Reports and printed output

Benefits
Enrolling in this course will help you understand the basic features and functions of Primavera P6 Professional so that you can apply them to your organisation's project management processes. You'll also learn how to manage projects on time and within budget to ensure optimal outcomes from capital and resource investments.

Explore Project Management Fundamentals
All workshops and instruction stress the three basic elements of project management – scheduling, resources and costs. At the end of the course, you'll apply the concepts and functionality you learned in an end-of-course summary exercise, either on your own or working alongside a colleague.

Use Primavera P6 Professional
The course uses P6 Professional, Primavera's Windows-based, client/server application. It is appropriate for those using Primavera P6 Professional either as a stand-alone application or as part of P6 EPPM.

Course Objectives

- Understand data structures
- Create a project
- Create a Work Breakdown Structure
- Add activities
- Create calendars
- Create relationships
- Schedule the project
- Assign constraints
- Format schedule data

- Create links to project-related documents
- Define roles and resources
- Assign roles
- Assign resources
- Analyze resources
- Optimize the project plan (fix any problems)
- Baseline the plan (create a target)
- Execute the project
- Create reports

Course Topics

- Using Earned Value Analysis
- Understanding P6 Data
- Enterprise Project Structure
- Creating a Project
- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Assigning Constraints
- Formatting Schedule Data

- Roles and Resources
- Assigning Roles
- Assigning Resources
- Analysing Resources
- Optimising the Project Plan
- Baselining the Project Plan
- Project Execution and Control
- Reporting Performance
- End of Course Summary Exercise

1.4.12 Unifier – Primavera Unifier Administration

Duration: 1 Day (Tailored to customer requirements)
Course Delivery: Classroom / In-House
Who Should Attend: IT & Business System Admins, Super Users, Outsourced Suppliers
Prerequisite(s):

Course Overview

Learn To
- Design solutions following best design practices
- Use and distinguish between various process types
- Create data structures, shells, business processes and attribute shells
- Add functionality to forms, such as consolidation of line items, validation, auto-population, and linked elements
- Import and export designs for testing and use from other Unifier environments

Course Objectives

- Troubleshoot business process errors
- Manage Shells and workspaces
- Assign and manage users and user permissions
- Manage and troubleshoot workflow issues
- Troubleshoot data entry, load and integration issues
- Maintain Unifier solution health
- Support maintenance and version updates and upgrades

Course Topics

- Navigation
- Company Relationship Management
- User Administration
- Business Process Configuration
- Shell Administration

1.4.13 Unifier – Design & Configuration

Duration: 4 Days (Tailored to customer requirements)
Course Delivery: Classroom / In-House
Who Should Attend: Aspiring Unifier Configuration Personnel, Application Administrators, Technical Administrators
Prerequisite(s): Unifier – Primavera Unifier Administration

Course Overview

Learn To
- Design solutions following best design practices
- Use and distinguish between various process types
- Create data structures, shells, business processes and attribute shells
- Add functionality to forms, such as consolidation of line items, validation, auto-population, and linked elements
- Import and export designs for testing and use from other Unifier environments

Day 1: Navigation the Basics
The course begins with an overview of navigation and introduces design and development concepts. You will gain hands-on experience creating data structures and record statuses, and designing a shell and a user attributes form.

Day 2: Business Processes Design
You will design and build commonly used examples of simple and line item business process types. You will also learn how to build and modify existing forms to speed solution deployment.

Day 3: Workflows
You will learn about workflow functionality, conditional routing, including formula building, validation, auto-publishing to Document Manager. You will also be shown how to enable workflow actions via email, auto-sequencing, auto-population, and line item consolidation.

Day 4: Integration
You will learn about integration, advanced log design, and uDesigner versioning. Finally, you will learn how to deploy completed functionality and designs, import, create, and export design bundles. You will be shown how to align Dev, Test and Prod environments.

Course Objectives

- Unifier Objects
- Workflow Functionality
- Form Functionality
- Business Process
- Configuration Experts Tip and Techniques

Course Topics

- uDesigner an Introduction
- Best practice design
- Understanding business process types
- Creating data structures
- Creating and managing Shells
- Create business processes
- Understanding Forms and Cost Sheets

1.4.14 Unifier – Reporting & Dashboards

Duration: 2 Days (Tailored to customer requirements)
Course Delivery: Classroom / In-House
Who Should Attend: Unifier Super Users, Report Writers
Prerequisite(s): A good understanding of configuring Primavera Unifier or SQL

Course Overview

Learn To
- Creation of report templates
- Updating and management of shell templates
- Understand how to define user security permissions and the impact on reporting
- Create data cubes and data views
- Create and maintain dashboards
- Create custom Business Intelligence Publisher reports using data views

Day 1: Reports
You will be shown how to create user-defined report templates and update shell templates. The first day concludes with hands-on instruction to expand your skills so you can import, update and schedule user-defined reports.
Day 2: Dashboards & Data Cubes
You will be shown hoe to create and view dashboards. Then we will show you how to create data cubes, data views and dashboards through hands-on exercises. Learn from the experts, learn from HPS.

Course Objectives

- Report Templates
- Shell and Company Dashboards
- Shell Templates
- Data Views

Course Topics

- Create reports
- Create templates
- Run user-defined reports
- Define data cubes and data views
- Configure dashboards
- View system reports
- Have an understanding of BI Pub and Unifier

1.4.15 Oracle Primavera Cloud – Overview

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Portfolio, Programme & Project Managers, Project Controllers Risk Managers, Lean Scheduling.
Prerequisite(s): Knowledge of PPM principles and practices. Understanding of project controls and risk

Course Overview

Learn
- About how the Primavera Cloud modules help organisations with portfolio programme and project management
- How to manage projects in OPC
- How to manage project Risk in OPC
- How to manage Lean Scheduling in OPC
- How to manage progress in OPC

Benefits
This course will help you understand, how Oracle Primavera Cloud delivers and end to end PPM solutions for organisations. It Is not an in depth dive into each module, but more of an overview.

Course Objectives

You will gain a high-level understanding of how OPC manages

- Portfolios – from idea collection, prioritisation, selection to benefits management
- Programme and Project Management – plan, schedule resource your organisations projects
- Risk Management – including risk registers and Monte Carlo simulations
- Lean scheduling – for simple Agile project management
- Progress – mobile workforce activity completion.

Course Topics

- Portfolio Management - how OPC manages the end to end process
- Project Management – how OPC manages the end to end project management processes
- Progress Management – how OPC's Progress App works with OPC schedule module
- Risk Management – working with risks in OPC
- Lean Scheduling – a helicopter view of how OPC performs Lean Scheduling
- Reporting

1.4.16 Oracle Primavera Cloud – Portfolio

Course: Oracle Primavera Cloud – Portfolio
Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Portfolio Management Users
Prerequisite(s): Knowledge of PPM principles and practices

Course Overview

Learn
- The end to end process of Portfolio Management including:
- Idea collection and business case development
- Portfolio prioritisation & selection models and processes
- Strategic alignment
- Financial models and analysis
- Report, scenario planning to determine adjusted course
- Benefits strategy, management and realisation tracking

Benefits
This course will help you understand the benefits of using an enterprise portfolio management tool like OPC to manage your project portfolio

Course Objectives

You will gain a high-level overview and be able to work with Oracle's Primavera Cloud portfolio management solution.

The course can be tailored if required, however we generally use PPM bets practice for portfolio management as our subject matter experts update the course as industry practices evolve and the products are changed to incorporate these. Contact us if you require a tailored solution.

Course Topics

You will gain a high level overview and be able to work with Oracle Primavera Cloud's Portfolio Management solution.

Typical topics include:

- Understanding Oracle Primavera Cloud's portfolios management basics
- Set or Clarify Strategy
- Idea Collection & Business Case
- Project or Investment Update
- Plan and Resource
- Scenario Planning
- Adjust Course
- KPI's and Reporting
- Links to Project, Resource and Risk Management

1.4.17 Oracle Primavera Cloud – Schedule, Plan, Resource & Progress

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Planners, Schedulers, Project Managers, Resource Manager, Business Analyst, Project Resources
Prerequisite(s): Knowledge of project and resource manager principles and practices

Course Overview

Learn To
- create and schedule a project
- execute and control the project
- adjust the project schedule
- assign roles and named resources
- resolve resource conflicts
- progress the plan
- execute and control the project

Benefits
This course will help you understand the basic features and functions of Oracle Primavera Cloud Schedule module so that you can apply them to your organisation's project and resource management processes. You'll also learn how to manage projects on time, to budget and to an agreed level of quality.

Course Objectives

You will gain an understanding of Oracle's Primavera Cloud Schedule solution.

The course will vary depending on your organisation's PPM implementation for portfolio management, and therefore we would welcome a call so we can discuss the learning objective that are specific to your needs. Typical objectives will cover:

- Creating a project
- Creating and using a Work Breakdown Structure (WBS)
- Add and progress activities
- Create, use and view calendars
- Create linkages and relationships
- Schedule the project
- Assign, remove and apply constraints
- Define roles and resources
- Assign & analyse roles and resources
- Optimize the plan
- Execute the project
- Create reports
- Understand data and reporting structures

Course Topics

The course will vary depending on your organisation's PPM implementation for project and resource management, and therefore we would welcome a call so we can discuss the learning objective that are specific to your needs. Typical topics include:

- Understanding Data
- Projects
- Scheduling
- Constraints
- Progress
- Roles and Resources
- Optimising the Project
- Baselining
- Reporting & Performance

1.4.19 Oracle Aconex – The Essentials

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Project Managers, Planners, Schedulers, End Users, Business Analysts, Cost and document controllers and all team members of a construction project
Prerequisite(s): Knowledge of Project Management Principles helpful

Course Overview

Learn
- how Aconex will benefit your project team
- how to easily find and retrieve information when you need it
- learn how to communicate and send documents to others on a project

Benefits
Aimed at all Aconex users this course covers the basic skills and understanding that are important for everyone on the project team. You might be a regular user or a part time user but understanding how Aconex works and the ways to access and share information will help you and the project team deliver the project and get the documentation logged, signed off quickly.

This course introduces the fundamentals of Aconex. It provides you with the knowledge to make Aconex easier and more effective. You'll learn about the Aconex model, how organisations create and share information and the importance of revision control.

Course Objectives

- Logging in and basic search techniques (documents and mail)
- Opening and downloading documents
- Sending (transmitting) documents to others
- Uploading and revising (superseding) single documents
- Searching for older document revisions
- Creating and sending mail to others
- Inviting others to a project
- Managing your personal preferences (e.g. timeout and time zone)

Course Topics

- Aconex Fundamentals
- Finding and Sending Documents
- Working with Documents
- Project Mail and User Preferences

1.4.20 Aconex - Project Execution Professional

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Document Controllers, Project Managers, Planners, Schedulers, End Users, Business Analysts, and the team leads from your sub-contractors
Prerequisite(s): Knowledge of Project Management Principles, Project Doc Controllers

Course Overview

Learn To
- understand how to manage large volumes of information efficiently
- learn how to track and report on key project information
- become familiar with controlling project communications

Benefits
Enrolling in this course will help you understand how Aconex manages documents, finding filing and sharing project information across the entire project team. Aimed at frequent users of Aconex. Those that use it regularly and those who are responsible for managing large volumes of documents and mail.

This course builds on the Aconex Essentials Course. It provides you with additional knowledge to help you get the most from Aconex. You'll learn about managing larger volumes of information and the principles of good document control.

Course Objectives

- Document control guidelines (including classification recommendations)
- Uploading and revising (superseding) multiple documents
- Tracking document changes and creating reports (including workflows)
- Boolean and wildcard searches
- Making a document confidential
- Registering mail and closing out mail
- Mailing (distribution) groups
- Starting a workflow and reviewing a document (including mark-ups)

Course Topics

- Document Control Made Simple
- Managing Multiple Documents
- Mail Reporting
- Document Review

1.4.21 Aconex – Specialist & Systems Administrator

Duration: 1 Day
Course Delivery: Classroom / In-House
Who Should Attend: Aconex Administrators and Managers, It System Owners, Project Managers, Functional Implementers
Prerequisite(s): Knowledge of Project Management Principles, Good understanding of IT systems administration functions and user management. Having completed our Aconex – the Essentials and Project Execution Professional course will be an added bonus.

Course Overview

Learn To
- learn to how to control the creation of information
- efficient management of the project, your organisation and its users
- understand documentation
- understanding the basic change management processes

Benefits
Enrolling in this course will help you understand the administrative setup of Aconex, you will learn how to configure Aconex for your organisation, its projects and users.

This course introduces Aconex administration. It provides you with the knowledge to successfully manage your organisation, its users and your projects. You'll learn good practice principles and the importance of documenting the how your project is configured.
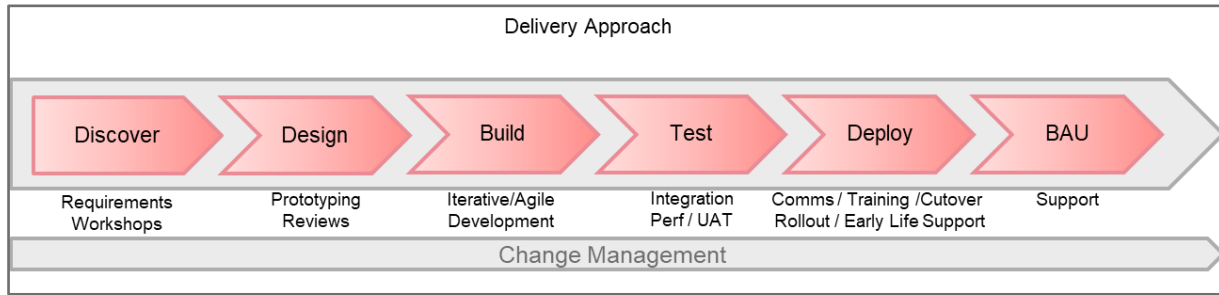
Course Objectives

- Managing your organisation's preferences
- Creating user and project roles.
- Managing user-based assets
- Changing the configuration of a project
- Managing preferences (organisation, project and user)

Course Topics

• Organisation Administration • Project Administration • User Administration	

1.5   HPS Quality Approach for Project Success

2.0   Additional G-Cloud Services

2.1   Application Software

We sell licenses for all Oracle Primavera software via G-Cloud. For more details search for our listings under Cloud Software services

2.2   Configure, Integrate, Upgrade, Migrate and Report

HPS provide these services for all Oracle Primavera applications via G-Cloud Cloud Support services. Search our listings for more details.

2.3   Training

We offer a range of on-line and classroom training courses for all Oracle Primavera applications via G-Cloud. Search our Cloud Support listings for more details.

2.4   Application Support

We offer ongoing support for all Oracle Primavera applications via G-Cloud. Search our Cloud Support listings for more details.

2.5   Our Solutions and Service Offerings

Hyde Park Solutions offer an extensive range of solutions and services across all portfolio, programme and project management disciplines. G-Cloud buyers can benefit from our expertise and experience across the following areas:

	Portfolio Management, Ideation		Project Document Management
	Project & Programme Management		Cloud Integration Services
	Project Controls		Cloud Reporting Services
	Project Planning & Scheduling		Common Data Environment
	Resource Management		Data Migration assistance
	Construction Collaboration		Subject Matter Experts
	Risk Management		Technical Experts
	Earned Value Management		Support Services
	Facilities Management		Training, Education, Certification
	Oracle Primavera Software		Hosting for Oracle Primavera Software

3.0   Who we are and What we do

Experts in Portfolio, Programme & Project (cost, contract & risk) Management

Hyde Park Solutions (HPS) was formed in 2007 with a focus on providing professional consulting services across the full Primavera suite. We are Oracle UK's largest partner by Primavera software revenue.

Today we are known as being the only Oracle partner that has expertise in all its Primavera tools:

- Unifier
- Oracle Primavera Portfolio Management (OPPM)
- Primavera P6 EPPM and P6 PPM (inc. Progress Reporter and Gateway)
- BI Publisher and Primavera Analytics
- Primavera Risk Analysis
- Aconex
- Oracle Primavera Cloud (OPC)

We have a large base of certified professionals and a track record of delivering complex integrations and supporting applications. We are 100% privately owned and managed by a team of SME's.

Hyde Park Solutions are accredited for both ISO9001 and ISO27001. We are committed to consistently comply with all applicable ISO standards and organisations legal & statutory requirements; to satisfy our clients' expectations for service delivery, cost effectiveness, quality and excellence in a safe, secure, and responsible manner.

Sell, Consult, Integrate, Train & Support – A fresh approach to problem solving

Sell Oracle Software – All Primavera software

Professional Services – Assess, design and architect, install, configure

Migrate, Integrate and Report – Pooling data that enables management reporting

Training Services – Driving value from your software investment
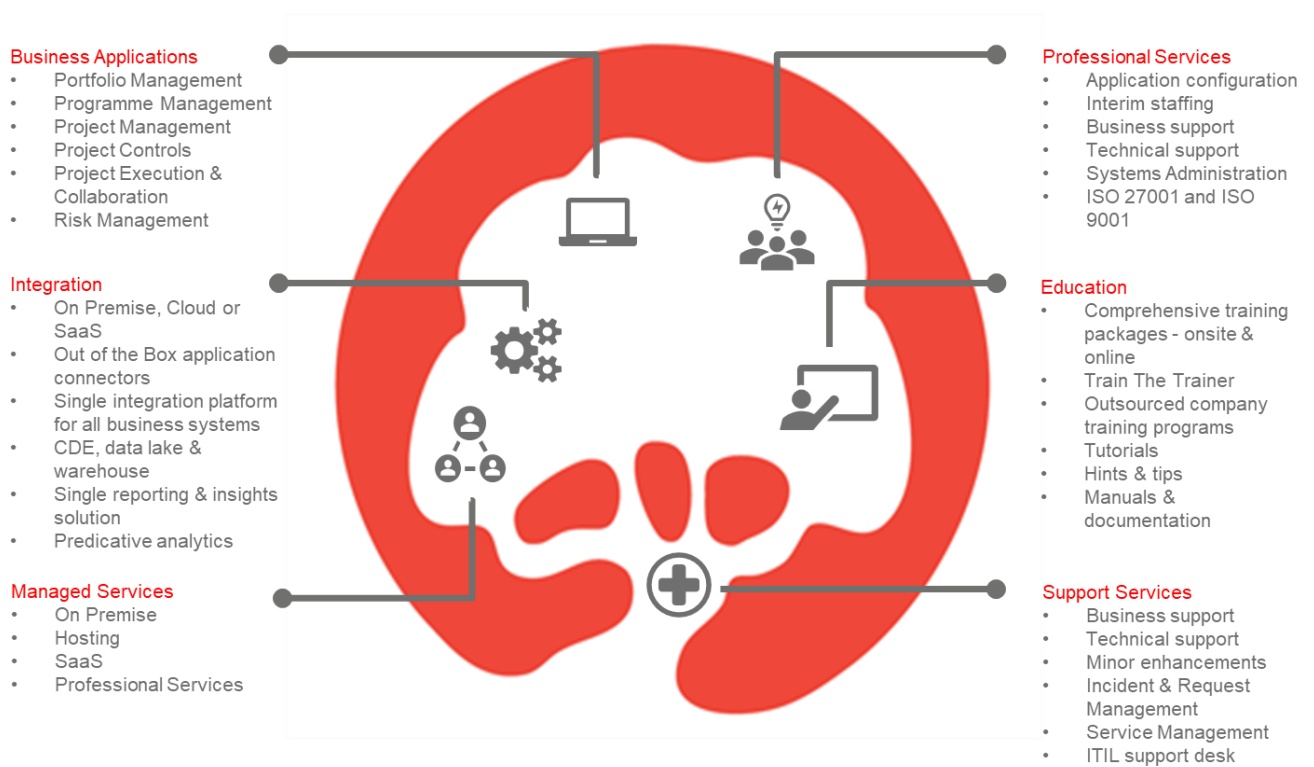
Support – Providing exceptional customer service using ITIL best practices

Contact us today: +44 203 174 0070 or visit: www.hydeparksolutions.com

3.1   Company Portfolio

Business Applications
- Portfolio Management
- Programme Management
- Project Management
- Project Controls
- Project Execution & Collaboration
- Risk Management

Integration
- On Premise, Cloud or SaaS
- Out of the Box application connectors
- Single integration platform for all business systems
- CDE, data lake & warehouse
- Single reporting & insights solution
- Predicative analytics

Managed Services
- On Premise
- Hosting
- SaaS
- Professional Services

Professional Services
- Application configuration
- Interim staffing
- Business support
- Technical support
- Systems Administration
- ISO 27001 and ISO 9001

Education
- Comprehensive training packages - onsite & online
- Train The Trainer
- Outsourced company training programs
- Tutorials
- Hints & tips
- Manuals & documentation

Support Services
- Business support
- Technical support
- Minor enhancements
- Incident & Request Management
- Service Management
- ITIL support desk

4.0   Pricing

[1] Minimum of 3 attendees for Onsite and Online courses

Course	Delivery[1]	No. of Days	Price/ Person
Primavera P6 Professional – Introduction	Online	1	£250
Primavera P6 Professional – Constraints, Filters, Resources & Costs, Fixing Issues	Online	1	£250
Primavera P6 Professional – Baselines, Updating & Reporting	Online	1	£250
EPPM Primavera P6 Fundamentals	Classroom/ Onsite	3	£1,195
EPPM Primavera P6 Advanced	Classroom/ Onsite	2	£775
EPPM Primavera P6 High Level Overview	Classroom/ Onsite	0.50	£200
P6 Professional: Schedule Planning Foundation	Classroom/ Onsite	2	£775
P6 Professional: Schedule Planning Execution	Classroom/ Onsite	1	£395
Primavera P6 Administrator	Classroom/ Onsite	1	£395
PPM Primavera P6 Role & Resource Masterclass	Classroom/ Onsite	1	£395
PPM Primavera P6 Workforce Development	Classroom/ Onsite	2	£545
Unifier – Primavera Unifier Administration	Classroom/ Onsite	1	£395
Unifier – Design & Configuration	Classroom/ Onsite	4	£1,545
Unifier – Reporting & Dashboards	Classroom/ Onsite	2	£775
Oracle Primavera Cloud – Overview	Classroom/ Onsite	1	£395

Course	Delivery[1]	No. of Days	Price/ Person
Oracle Primavera Cloud – Portfolio	Classroom/ Onsite	1	£395
Oracle Primavera Cloud – Schedule, Plan, Resource & Progress	Classroom/ Onsite	1	£395
Aconex - The Essentials	Classroom/ Onsite	1	£375
Aconex - Project Execution Professional	Classroom/ Onsite	1	£375
Aconex - Specialist & Systems Administrator	Classroom/ Onsite	1	£375

[1] Minimum of 3 attendees for Onsite and Online courses

5.0 Terms and Conditions

The following sets out our commercial approach to contractual terms and conditions for G-Cloud.

5.1 Cloud Software

All of our Cloud Software services are a resell of 'Oracle Corporation UK Limited' software and as such the end customer signs the standard 'Oracle Cloud Software Services' Agreement with Oracle directly as well as the G-Cloud call off contract. A copy of these terms and conditions is attached to the relevant Cloud Software services.

5.2 Cloud Support

5.2.1 Configuration, Upgrade, Integration and Migration Services

A copy of the standard terms and conditions for HPS Professional Services is attached to each relevant service.

5.2.2 Software Support Services

A copy of the standard terms and conditions for HPS Support Agreements is attached to each relevant service.

5.2.3 Training Services

A copy of the standard terms and conditions for HPS Training Services is attached to each relevant service.