

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
Total		99 Hrs	10 Weeks (3 Hrs per Day)
Project Life Cycle		7.5 Hrs	3 Days
Lec 1 - PLC - Content	Introduction		
Lec 2 - PLC - Overview	Project Life Cycle Overview		
Lec 3 - PLC - Preproject Phase	PreProject Phase		
Lec 4 - PLC - Planning & Design	Planning & Design Phase		
Lec 5 - PLC - Contractor Selection	Contractor Selection-1		
Lec 6 - PLC - Contractor Selection 2	Contractor Selection-2		
Lec 7 - PLC - Mobilization	Mobilization		
Lec 8 - PLC - Operation	Operation		
Lec 9 - PLC - Close Out	Close Out		
Project Planning & Scheduling		4.5 Hrs	2 Days
R1- V001 - PPS - Lec 1 - Introduction 1	Introduction to Planning & Scheduling-1		
R1- V002 - PPS - Lec 2 - Introduction 2	Introduction to Planning & Scheduling-2		
R1- V003 - PPS - Lec 3 - CPM	Critical Path Method		
R1- V004 - PPS - Lec 4 - PDM	Precedence Diagram Method		
R1- V005 - PPS - Lec 5 - EVM	Earned Value Management		
R1- V006 - PPS - Lec 6 - Crashing	Crashing		
Primavera P6 Part 01 (27 Videos)		14.0 Hrs	2 Weeks
R1- V000 - Install Primavera P6	Downloading & installing Primavera P6 & Configure Data base		
R1- V001 - Primavera P6 - Lec 1	P6 History - Original Duration - Calendar - EPS - OBS		
R1- V002 - Primavera P6 - Lec 2	WBS		
R1- V003 - Primavera P6 - Lec 3	Activity List		
R1- V004 - Primavera P6 - Lec 4	Import Activity List from Excel to P6		
R1- V005 - Primavera P6 - Lec 5	Relationships - Lags - Driving Activities		
R1- V006 - Primavera P6 - Lec 6	Activity type - Activity Steps - Activity Notebook - WP's and Doc's - Admin categories		
R1- V007 - Primavera P6 - Lec 7	Activity Code - Project Codes - Resource Codes - Filter 1		
R1- V008 - Primavera P6 - Lec 8	Filters 2 - Critical Path Vs Longest Path 1		
R1- V009 - Primavera P6 - Lec 9	Group and Sort - Layout - Trace Logic - Time Scale - Bars - Save Layout		
R1- V010 - Primavera P6 - Lec 10	Import & Export Program (XER - XML) - Insert new calendar (Import Options) - Filter by activity code in excel		
R1- V011 - Primavera P6 - Lec 11	Attachement Text - Level Of Effort 1		
R1- V012 - Primavera P6 - Lec 12	Constraints		
R1- V013 - Primavera P6 - Lec 13	Longest Path Vs Critical Path 2		
R1- V014 - Primavera P6 - Lec 14	Level Of effort 2 - Global Change - User defind field		
R1- V015 - Primavera P6 - Lec 15	Project types - Completion date		
R1- V016 - Primavera P6 - Lec 16	Percent Complete Types		
R1- V017 - Primavera P6 - Lec 17	Apply Actuals - Update Progress - return project to BL status		
R1- V018 - Primavera P6 - Lec 18	Update Programme By Excel		
R1- V019 - Primavera P6 - Lec 19	Update Using reflection - Percent Complete Type		
R1- V020 - Primavera P6 - Lec 20	Performance % Complete - Unit % Complete - Duration % Complete		
R1- V021 - Primavera P6 - Lec 21	Schedule % Complete		
R1- V022 - Primavera P6 - Lec 22	Resources - Units of measure - Currencies		
R1- V023 - Primavera P6 - Lec 23	Add Resource in P6		
R1- V024 - Primavera P6 - Lec 24	Assign Resources - Cost Loading - Cash Flow - Expenses Loading - Packages Cost distribution		
R1- V025 - Primavera P6 - Lec 25	Resource Curve - Manpower Histogram		
R1- V026 - Primavera P6 - Lec 26	Cost Account - Budgeted units Vs Actual units - Activity duration type		
R1- V027 - Primavera P6 - Lec 27	Activity Usage Spread sheet - Resource Usage Spread Sheet - Reprints Print Out in P6		
Primavera P6 Part 02 (82 Videos)		16.0 Hrs	2 Weeks
P6 V01	Format time scale		
P6 V02	Format Bars		
P6 V03	Cost & Resources		
P6 V04	Resource Usgae Spreed Sheets		
P6 V05	Resource codes & resources Allocation		
P6 V06	Advanced Update		
P6 V07	% Complete type		
P6 V08	% Complete type 2		
P6 V09	Apply Actuals & Update Progress		
P6 V10	Activity Steps		
P6 V11	Global Change		
P6 V12	Schedule Comparison		
P6 V13	Import & Export from Primavera to Excel		
P6 V14	Reflection		
P6 V15	WPS and Docs		
P6 V16	Print in P6		
P6 V17	Risk Assignment		
P6 V18	Threshold & Issues		
P6 V19	Reports		
P6 V20	User Preferences (Time units)		
P6 V21	User Preferences (Dates)		
P6 V22	User Preferences (Currency & Assistance & Application & Password)		
		8 Hrs	1 Week

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
P6 V23	User Preferences (Financial periods)		
P6 V24	User Preferences (Resource analysis & Calculation & Startup Filters)		
P6 V25	Project Wizard - Why to choose Standard Rate		
P6 V26	Resources - Drive activity date & assign resource more than once		
P6 V27	Primavera P6 Shortcuts		
P6 V28	File Menue in details		
P6 V29	Recalculate resource assignment		
P6 V30	Introduction to KPI , Definition & importance of KPI		
P6 V31	How to create KPI Curves		
P6 V32	How to update KPI Curves		
P6 V33	Example For QTY & Resource Loading		
P6 V34	Compairing Actual Units & Budgeted units		
P6 V35	How to make packup for primavera database		
P6 V36	How to Prepare Project Cash Flow		
P6 V37	Prepare Cash Flow For Multiple Projects		
P6 V38	Import Activity List From Excel To Primavera		
P6 V39	Import Resources Assignment From Excel to Primavera		
P6 V40	Resource Loading using standard productivity rates		
P6 V41	Return the Updated Program to The baseline With 0 % Completed		
P6 V42	Return the Updated Program to the baseline . Method 2		
P6 V43	How to Export Baseline and updated program separately		
P6 V44	How Primavera P6 Calculates Start and finish dates		
P6 V45	How to Change All Project Activities calendar one time		
P6 V46	How to check & rectify project open ends		
P6 V47	Why project is delayed however Performance % more than planned %		
P6 V48	How to make layout in primavera P6		
P6 V49	How to Assign Activity Codes for the Full Project		
P6 V50	How to define & make activities critical		
P6 V51	How to Create S-Curve Without resources or cost assignment		
P6 V52	Power and Usage of User defind fields		
P6 V53	How to Link 2 Projects in Primavera P6		
P6 V54	Earned Value Management		
P6 V55	Calculate BCWS & BCWP & ACWP & CV & SV & CPI & SPI & ETC & EAC & VAC & BAC		
P6 V56	WBS Milestone & Spot Light		
P6 V57	Trace Logic Options		
P6 V58	How to create report for cash flow (3 Methods)		
P6 V59	Best way to load equipments & Resource leveling		
P6 V60	Duration Types		
P6 V61	Duration Types 2		
P6 V62	Relationship Types & Loop in Primavera and how to fix it	8 Hrs	1 Week
P6 V63	How to get Material submittal & approvals dates in primavera		
P6 V64	Progress Line		
P6 V65	How to Solve Arabic Language issue in primavera P6		
P6 V66	Traking and Resource Shifts		
P6 V67	Leveling of resources		
P6 V68	Leveling of resources 2		
P6 V69	DCMA 14 Points Schedule assesment		
P6 V70	How to make report with activity lags		
P6 V71	How to make recovery plan		
P6 V72	How to make recovery plan 2		
P6 V73	How to suspend and activity		
P6 V74	Baseline and Reports Documents		
P6 V75	Difference between retained logic & progress override		
P6 V76	Early and Late Dates & Early and Late cash flow		
P6 V77	How to change Project Calender without affecting project duration		
P6 V78	How to change Project Calender without affecting project duration 2		
P6 V79	How Performance % Complete is calculated in P6		
P6 V80	How to Fix Out of sequence activities		
P6 V81	How to solve deleting projects issue		
P6 V82	How can i prepare full project program		
Primavera P6 Q & A (8 Videos)		3.0 Hrs	<u>2 Days</u>
P6 Q & A 1	Project codes		
P6 Q & A 2	Loakahead & change activities to not started		
P6 Q & A 3	Calendars		
P6 Q & A 4	Progress % for engineering		
P6 Q & A 5	Update by excel & Level of effort		
P6 Q & A 6	Track changes in excel		
P6 Q & A 7	Change resource names from arabic to english		
P6 Q & A 8	Import all resources and KPI's one time by excel		
			Can Study On Free Time

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
Planning Workshop (43 Videos)		23 Hrs	2 Weeks
Video 1	Course Content	11.5 Hrs	1 Week
Video 2	Planning Engineer Responsibilities		
Video 3	Project Management Plan compnenets		
Video 4	Planning Engineer Skills		
Video 5	Creating Activity list 1		
Video 6	Creating Activity list 2		
Video 7	Creating Activity list 3		
Video 8	Creating Activity list 4		
Video 9	Creating Activity list 5		
Video 10	Creating Activity list 6		
Video 11	Creating Activity list 7		
Video 12	Creating Activity list 8		
Video 13	Creating Activity list 9		
Video 14	Create WBS in Primavera 1		
Video 15	Create WBS in Primavera 2		
Video 16	Create WBS in Primavera 3		
Video 17	Create Activity codes in Primavera		
Video 18	Assign Activity Codes in Excel and import activity list to P6		
Video 19	Estimate activity duration in P6		
Video 20	Activity sequence for structural concrete building		
Video 21	make the relationship between activities 1		
Video 22	make the relationship between activities 2		
Video 23	import Cost from Excel to Primavera P6		
Video 24	Add the Shop DWG to the program		
Video 25	Add the sho DWG 2		
Video 26	Add material to the program		
Video 27	Make relationship and check total floats 1		
Video 28	Make relationship and check total floats 2		
Video 29	Make relationship and check total floats 3		
Video 30	Estimate required manpower		
Video 31	import resource loading from excel to P6		
Video 32	QTY loading and prepare KPI's		
Video 33	Resource leveling		
Video 34	create cashflow		
Video 35	create manpower histogram		
Video 36	Develop Shop DWG Traking log		
Video 37	Develop material tracking log		
Video 38	Prepare KPI's		
Video 39	Submit baseline program documents		
Video 40	Assign baseline and update program		
Video 41	program update and weekly report		
Video 42	Create dashboard		
Video 43	Create full weekly report		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
Excel (86 Videos)		16.5 Hrs	1 Week
1	Why should I learn Excel Excel Program interface		
2	Create New File Create New Template Close Workbook		
3	Create New Template		
4	Customize your own tab Add new tab and new group		
5	Over Writing & Editing cell content Editing formula & function Using undo & Redo Find & Replace Goto		
6	Font Alignment Number		
7	Characteristics Relative reference Absolute reference		
8	From where I can get speak cell option Speak cell (by row and by column) Speak cell when I press enter		
9	How to replace spaces to column		
10	Insert Comments Edit Comment Delete comment Show all comments		
11	Copy & Paste Paste special Copying cells to one or many cells Copying to different work sheets using filling for quick copying		
12	Filling & Drag Numbers / Days / Months / years Custom options Fill down & Right		
13	Filling Series With Formatting Filling Without formatting Filling Aweek days Filling Days		
14	Flash Fill CTRL + E		
15	Hide Column / Row Freezing Panes Splitting windows		
16	Create Custom Views Displaying Custom Views Deleting Custom Views		
17	Inserting / Deleting Cells Inserting / Deleting Columns Inserting / Deleting Rows Resize Cells / Columns / Rows		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
18	Insert & Delete & Rename Worksheet Copying & Moving Worksheets Hide & Unhide Worksheet Changing Worksheet tab Colour Format after Grouping Comparing 2 Worksheets	16.5 Hrs	1 Week
19	Revision Case Study (Progress Report) Case Study (Time Sheet) Case Study (Products Coding)		
20	Logical Test If Function Advanced IF Function (Nested IF)		
21	IF AND Function IF error Function Auditing Tools (Displaying and removing dependent , precedent arrows) Formula text (To show the Cell formula as a text)		
22	Trim Function (to remove extra spaces) Proper Function (first letter capital) Upper function (text change to upper cases) lower function (text change to lower cases) len function (to calculate length of the text including spaces) Left & right & mid & concatenate functions (To right appreciation) find & search & replace & substitute functions (to change some letters) Date functions (today & now & day & month & year & date) Add days & months & years networking days net working days internationaly changing date format to show only day (custom format for the date)		
23	to calculate different in years between 2 dates (=datediff(D1,D2,"Y") to calculate different in months between 2 dates (=datediff(D1,D2,"M") to calculate different in days between 2 dates (=datediff(D1,D2,"d") define & Edit & Delete name range (formula - name manager - new) Examples for name range Usage		
24	add - subtract - divide - multiply brackets usage count - countA - count blank - count if sumif - count if - avergaeif sumifs - countifs - avergaeifs		
25	(Sumproduct - Floor - Ceiling) Formulas vlookup Formula vlookup Formula with data validation vlookup with Name range vlookup with approximate match vlookup with trim (2 cases)		
26	Hlookup Formula Vlookup Formula rules (unique & left to right & belong to 1st column) Lookup Formula (horizontal & vertical & approximate & result belong to last col & result vector)		
27	index & Match formulas lock & unlock cell protect the sheet		
28	Protect Workbook hyperlink to a sheet hyperlink to a file hyperlink to a web page page setup for printing (margins - orientation - print area - print size - page break - background - print titles)		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
29	Header & footer (page number & date & file name) Data Sorting (Numbers - Text - dates - Multicolumn sorting - color sorting) advanced sort advanced filter advanced filter error		
30	check box - Data filtering - Number filtering - Text filter - Search - copy & paste filtered data Create table - Sort - Sort by color - design tab - table style options		
31	Advanced table (rename table - resize table - slicer for table - remove duplicates - convert table to range) Subtotals (subtotal option - hide all data except subtotal -		
32	Charts type (column chart - Bar chart - Pie chart - X Y scatter chart - sparklines formatting) Charts elements (chart area - plat area - series - data labels - vertical and horizontal axes - gridlines - chart titles) Chart format & Options format chart (Double click)		
33	Bar Chart Pie Chart Column Vs Line Chart		
34	Spark line chart Pivot chart		
35	Revision 2 Create & Close Files Create Template Tabs & Groups Editing Data Formatting in Excel characteristics of cells Speak Cells		
36	Revision 3 Conditional formatting format cell options spelling check Text to column Comments Copying and Filling Advanced Filling sheet protection Work sheets Views Comparing Files		
37	Revision 4 Logical test IF function Advanced if function IF AND IF ERROR Auditing Tools Formula text Evaluate formula		
38	Revision 5 Trim Function (to remove extra spaces) Proper Function (first letter capital) Upper function (text change to upper cases) lower function (text change to lower cases) len function (to calculate length of the text including spaces) Left & right & mid & concatenate functions (To right appreviation) find & search & replace & substitute functions (to change some letters) Date functions (today & now & day & month & year & date) Add days & months & years networking days net working days Internationaly changing date format to show only day (custom format for the date) Header and Footer & Data sorting and advanced filtering Data Filtering & Creating table Table advanced option & Subtotal Charts & Chart Format Pivot Chart		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
39	How to make report by excel		
40	Excel V040 , Paste Link & Transpose		
41	Excel V041 , Excel Shortcuts		
42	Excel V042 , Pivot table Options		
43	Excel V043 , Excel Query 1		
44	Excel V044 , Excel Query 2		
45	Excel V045 , Variance Indicators		
46	Excel V046 , Sort Items inside slicer		
47	Excel V047 , Pivot chart		
48	Excel V048 , Learn Excel in 40 minutes & Pivot table		
49	Excel V049 , Over all review 01		
50	Excel V050 , Over all review 02		
51	Excel V051 , Trick 01		
52	Excel Trick 02		
53	Excel Trick 03		
54	Excel Trick 04		
55	Excel Trick 05		
56	Excel Trick 06		
57	Excel Trick 07		
58	Excel Trick 08		
59	Excel Trick 09		
60	Excel Trick 10		
61	Excel Trick 11		
62	Excel Trick 12		
63	Excel Trick 13		
64	Excel Trick 14		
65	Excel Trick 15		
66	Excel Trick 16		
67	Excel Trick 17		
68	Excel Trick 18		
69	Excel Trick 19		
70	Excel Trick 20		
71	Excel Trick 21		
72	Excel Trick 22		
73	Excel Trick 23		
74	Excel Trick 24		
75	Excel Trick 25		
76	Excel Trick 26		
77	Excel Trick 27		
78	Excel Trick 28		
79	Excel Trick 29		
80	Excel Trick 30		
81	Excel Trick 31		
82	Excel Trick 32		
83	Excel Trick 33		
84	Excel Trick 34		
85	Excel Trick 35		
86	Excel Trick 36		
Power BI (26 Video)		10 Hrs	1 Weeks
Video 1	First Video (Introduction to the course)		
Video 2	Why We Use Power BI & Power BI Definition		
	How to Download & install Power BI		
Video 3	Introduction to basic charts in power BI		
	How to create clustered column chart		
	stacked column chart		
	Pie chart		
	Donut chart		
	funnel chart		
	ribbon chart		
	Include & exclude data		
	View data & export data		
Video 4	Maps in Power BI		
	creating simple map		
	simple field map		
	map with pie chart		
	formatting maps		
	change map background		
	Map of egypt		
Video 5	Tables and Matrix in power BI		
	Create table		
	Format table		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
	conditional format for table		
	change aggregation in table (choose sum or averag for columns)		
	Creat A matrix in power BI		
	conditional format in matrix		
	automatic hirearchies in matrix		
	show totals & subtotals in matrix		
	Number Formatting in Power BI		
Video 6	Other Charts in Power BI		
	Line chart		
	Drill down in line chart		
	Area Chart		
	Line Vs column chart		
	Scatter Plot		
	Waterfall chart		
	Tree Map		
	Gauge chart		
Video 7	Cards and Filters		
	Number Card		
	Text Card		
	Data Card		
	Relative Data Filter		
	Multi-Row Card		
	Filter on visual		
	Filter on page		
	Filter in all pages		
	Drill Throw		
Video 8	Slicers in Power BI		
	Slicer for text		
	format text slicer		
	date slicer		
	format date slicer		
	number slicer		
Video 9	Introduction to advanced charts in Power BI		
	Animated Bar chart Race		
	Drill down column chart		
	Word cloud		
	sankey chart		
	infographic		
	play axis		
	scroller		
	sunburst chart		
	histogram		
Video 10	Images - Text - Buttons in Power BI		
	Insert image		
	Insert Text		
	Insert Shapes		
	Insert Buttons		
	Web URL action		
	Page Navigation		
	Book Mark action		
	Drill Throw action		

STUDY ONLINE ACADEMY - Project Management Full Package Study Plan

Video Name	Video Content	Videos Duration	Study Duration
Video 11	Publishing Reports & Connecting With Power BI Services		
	How to create power BI report		
	How to create account on power BI Services		
	Publish reports to Power BI Services		
	Export Power BI to PPT & PDF		
	Comment & share & subscribe to Power BI reports		
	Create dashboard in power BI services		
	Problems & Solutions for Power BI Dashboard		
	How to refresh reports automatically on power BI services		
Video 12	Text Function in power Query		
	Merge		
	Split & Trim		
	Upper , Lower , Proper		
	Add suffix & prefix		
	Left & right & MID		
	Extract text with delimiter		
Video 13	Date Function in Power Query		
	Year , Quarter , Month , Day		
	Difference between Dates & earliest , latest		
	Name of day , month		
	Day of week / month / year		
	extract date from date and time		
	calculate age in 2 clicks		
	which day of year quarter , month your date of birth		
Video 14	Power Query (Number Functions)		
	Add , subtract , Divide , Multiply		
	Percentage , Percent of , Modulo		
	Rounding Number		
	IS Even , IS Odd and sign		
Video 15	Appending Files and tables in power query		
	Append multiple CSV Files from a folder		
	Append multiple Excel Tables / Sheets from a single folder		
	Append Excel Tables with different number of columns		
	Append multiple Excel files from a folder		
	Append different data source files in power query		
Video 16	Merge Files & tables in Power Query		
	Merge tables / sheets		
	merge data from multiple excel files / workbooks		
	Merge data from different data source		
	merge data having multiple matching columns or different criteria		
Video 17	What is conditional columns & Columns from Excel		
	Column from examples on splitting text		
	columns from examples on merge text		
	columns from examples (data columns)		
	columns from examples (alphanumeric data)		
	Conditional columns in one column		
	Conditional columns in 2 columns		
	conditional columns (comparing 2 columns values)		
	Conditional columns on dates		
Video 18	Very Important Topics in Power Query		
	Fill down and Fill up		
	Grouping		
	Transpose		
	Unpivot		
	Data types in Power Query		
	Replace Errors and values		
	Keep Rows & Remove Rows		
	Keep Columns & Remove Columns		
Video 19	How to Link Primavera P6 Database With Power BI		
Video 20	How To Make Report Using Primavera Output		
Video 21	How to import from P6 & Filtering by Activity codes		
Video 22	Link Primavera P6 Tables & Actual Dates Filtering		
Video 23	How to make S-Curve in Power BI		
Video 24	Calculate Planned QTY for all resources using Power BI		
Video 25	Relationship Types & Powerfull of filtering in BI		
Video 26	Update Program In Primavera & Export To BI (Activities)		
Video 27	Calculate Project Delays in Power BI		
Word & Power Point		4.5 Hrs	1 Week