



## P6 (Primavera) Training

Lunch & Learn

March 3, 2016

### Project Enterprise

- List of all projects
- General Schedule information
- Create New Projects

The Oracle logo, consisting of the word "ORACLE" in a white, sans-serif font, centered within a solid red rectangular background.

ORACLE

Primavera P6 : 995-4 (Mainstreet - Overland Park, KS)

File Edit View Project Enterprise Tools Admin Help

Layout: Projects

Project ID	Project Name	Total Activities	Risk Level	Strategic Priority	Duration % of Original	Schedule % Complete	Cost % Complete
P3232-1	Morelli Heights Renovation - Holiday Inn Express - 16 Month Schedule	0	3 - Medium	500	0%	0%	0%
P3232-2	Jacob Englert Practice Schedule	0	3 - Medium	500	0%	0%	0%
PALFTLWC-MASTER-1	Fl. Leonard Wood, MO - Candlewood Suites	0		500	0%	0%	0%
SLCLIB	St. Louis County Library Construction Management Services	0	3 - Medium	500	0%	0%	0%
SLPS #59 Cat 2	Mock Project-SLPS #59 Cat 2 Schools	0	3 - Medium	500	0%	0%	0%
SOSC - Intern	SOSC - Intern	0	3 - Medium	500	0%	0%	0%
Test 6-15-12	Test	0	1 - Very Low	500	0%	0%	0%
WM Markets Bid Sched	Wal-Mart Neighborhood Markets-OK Area Bid Schedule	0	3 - Medium	500	0%	0%	0%
<b>P Files</b>	<b>P Files</b>	<b>325</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Active</b>	<b>Active Projects</b>	<b>3226</b>	<b>3 - Medium</b>	<b>500</b>	<b>94.43%</b>	<b>57.9%</b>	<b>51.66%</b>
<b>500s and Earlier</b>	<b>500s and Earlier</b>	<b>245</b>	<b>3 - Medium</b>	<b>500</b>	<b>63.81%</b>	<b>0%</b>	<b>0%</b>
<b>600s</b>	<b>600s</b>	<b>0</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>700s</b>	<b>700s</b>	<b>15</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>800s</b>	<b>800s</b>	<b>0</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
0800	Rolla Junior High	0	3 - Medium	500	0%	0%	0%
0800-1	Base Surgery Center Schedule	0	3 - Medium	500	0%	0%	0%
0801	Bunge NA Office Modifications	0	3 - Medium	500	0%	0%	0%
0802	Pepsi-Cola Service Center - New Haven, MO	0	3 - Medium	500	0%	0%	0%
0803	NOSC - Battle Creek, MI	0	3 - Medium	500	0%	0%	0%
0803 - Renamed	Battle Creek NAVFAC	0	3 - Medium	500	0%	0%	0%
0803-1	NOSC - Battle Creek, MI	0	3 - Medium	500	0%	0%	0%

General Notebook Planning Resources Budget Log Spending Plan Budget Summary Dates Funding Codes Defaults Resources Settings Calculations

**Schedule Dates**

Planned Start:

Must Finish By:

Data Date:

Finish:

Actual Start:

Actual Finish:

**Anticipated Dates**

Anticipated Start:

Anticipated Finish:

Portfolio: All Projects User: adam.siburt Data Date: 09-Mar-15 Access Mode: Shared Baseline: Current Project

9:57 AM 3/19/2015

## To Create a New Project:

- Make sure highlighted project is in the correct section
- Push insert or click new page button at the right

File Edit View Project Enterprise Tools Admin Help

Layout Projects

Project ID	Project Name	Total Activities	Risk Level	Strategic Priority	Duration % of Original	Schedule % Complete	Cost % Complete
NEWPROJ-13	Grand House	0	3 - Medium	500	0%	0%	0%
NEWPROJ-14	1015 E. Boyle Mixed Use Redevelopment	0	3 - Medium	500	0%	0%	0%
NEWPROJ-2	Flance Mock Project 871	0	3 - Medium	500	0%	0%	0%
NEWPROJ-3	Training	0	3 - Medium	500	0%	0%	0%
NEWPROJ-4	The Grove in Chestfield Village	0	3 - Medium	500	0%	0%	0%
NEWPROJ-5	Schoeller Grove	0	3 - Medium	500	0%	0%	0%
NEWPROJ-6	Bethelwood Mock Project	0	3 - Medium	500	0%	0%	0%
NEWPROJ-7	The Grove in Sunset Hills	0	3 - Medium	500	0%	0%	0%
NEWPROJ-8	The Grove in Grove Court	0	3 - Medium	500	0%	0%	0%
NEWPROJ-9	The Grove in Fontenac	0	3 - Medium	500	0%	0%	0%
Nissan Modonough	Nissan McDonough Georgia	0	3 - Medium	500	0%	0%	0%
O'CONNELL	O'Connell Cabin	0	3 - Medium	500	0%	0%	0%
P-2729	Vale Field House	0	3 - Medium	500	0%	0%	0%
P-2877	Phoenix Center 8 - Lot 10	0	3 - Medium	500	0%	0%	0%
P-3002 80	House 2 Suites - Fargo, ND Bid/Day Schedule	0	3 - Medium	500	0%	0%	0%
P-3001	Pioneer Manor	0	3 - Medium	500	0%	0%	0%
P-3004a	Lemay Community Aquatic Center	0	3 - Medium	500	0%	0%	0%
P-3000	Magnolia Hotel - Denver, CO	0	3 - Medium	500	0%	0%	0%
P-3006	Cornell Inlet End City Apartments	0	3 - Medium	500	0%	0%	0%
P-3007	Magyar Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-3007b	Magyar Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-1105	Cartan Feed Warehouse	0	3 - Medium	500	0%	0%	0%

General | Risks | Planning Resources | Budget Log | Spending Plan | Budget Summary | Dates | Funding

**Schedule Dates**

Planned Start: 7/9-Mar-15

Date Date: 7/9-Mar-15

Actual Start: \_\_\_\_\_

Actual Finish: \_\_\_\_\_

**Anticipated Dates**

Anticipated Start: \_\_\_\_\_

Anticipated Finish: \_\_\_\_\_

Create a New Project

**Create a New Project**

**Select EPS**

Select the Enterprise Project Structure level for the new project.

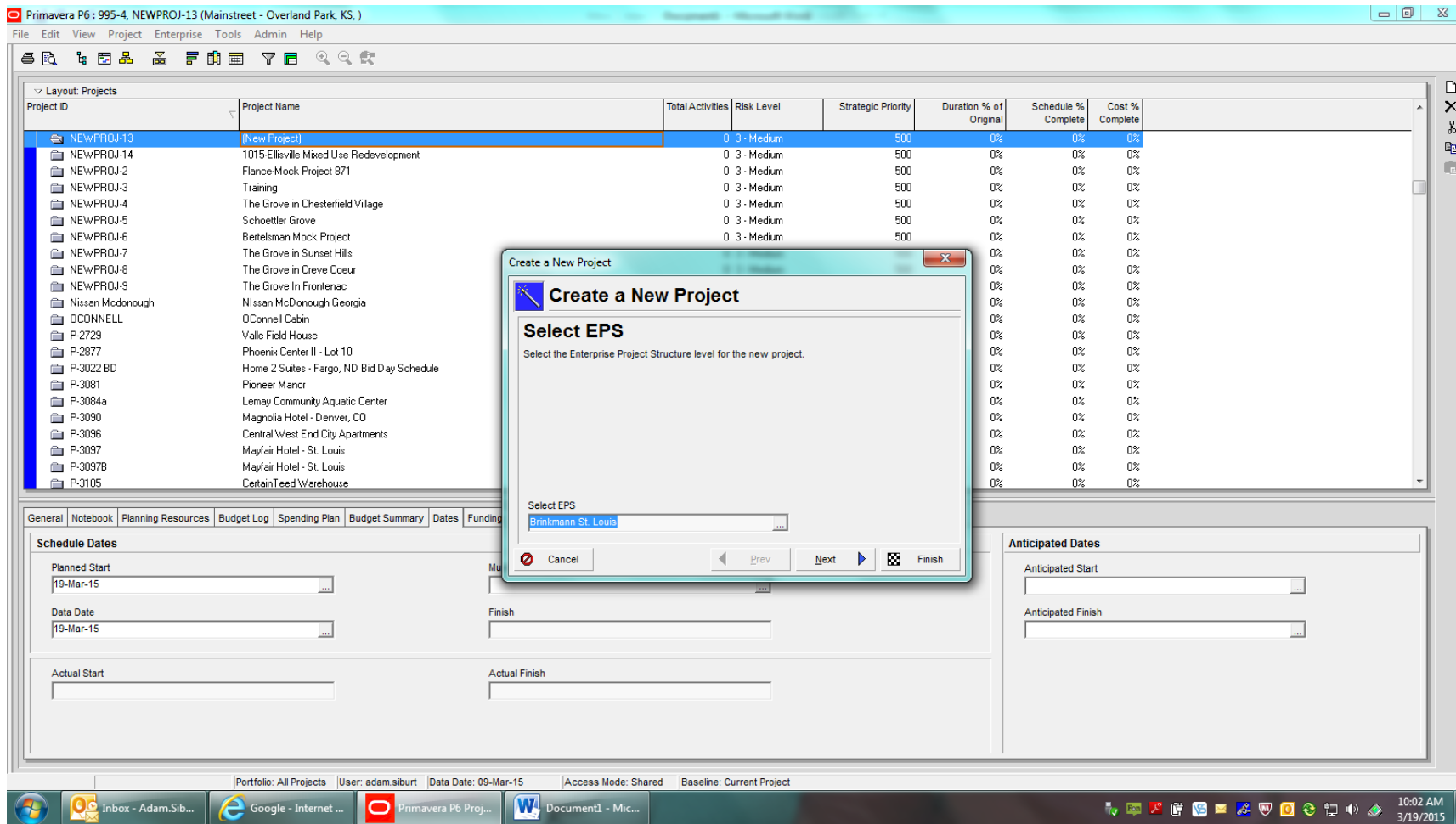
Select EPS:

Cancel | Previous | Next | Finish



New Project Set-Up

- “Select EPS” will list section that was selected.



## New Project Set Up

- Enter Project ID
  - P-XXXX
  - Job Number

- Enter Project Name

The screenshot shows the Primavera P6 software interface. A 'Create a New Project' dialog box is open in the foreground, prompting the user to enter a Project ID and Project Name. The background shows a table of existing projects with columns for Project ID, Project Name, Total Activities, Risk Level, Strategic Priority, Duration % of Original, Schedule % Complete, and Cost % Complete.

Project ID	Project Name	Total Activities	Risk Level	Strategic Priority	Duration % of Original	Schedule % Complete	Cost % Complete
NEWPROJ-13	[New Project]	0	3 - Medium	500	0%	0%	0%
NEWPROJ-14	1015-Ellisville Mixed Use Redevelopment	500	3 - Medium	500	0%	0%	0%
NEWPROJ-2	Flance-Mock Project 871	0	3 - Medium	500	0%	0%	0%
NEWPROJ-3	Training	0	3 - Medium	500	0%	0%	0%
NEWPROJ-4	The Grove in Chesterfield Village	0	3 - Medium	500	0%	0%	0%
NEWPROJ-5	Schoettler Grove	0	3 - Medium	500	0%	0%	0%
NEWPROJ-6	Bertelsman Mock Project	0	3 - Medium	500	0%	0%	0%
NEWPROJ-7	The Grove in Sunset Hills	0	3 - Medium	500	0%	0%	0%
NEWPROJ-8	The Grove in Creve Coeur	0	3 - Medium	500	0%	0%	0%
NEWPROJ-9	The Grove In Frontenac	0	3 - Medium	500	0%	0%	0%
Nissan McDonough	Nissan McDonough Georgia	0	3 - Medium	500	0%	0%	0%
OCONNELL	OConnell Cabin	0	3 - Medium	500	0%	0%	0%
P-2729	Valle Field House	0	3 - Medium	500	0%	0%	0%
P-2877	Phoenix Center II - Lot 10	0	3 - Medium	500	0%	0%	0%
P-3022 BD	Home 2 Suites - Fargo, ND Bid Day Schedule	0	3 - Medium	500	0%	0%	0%
P-3081	Pioneer Manor	0	3 - Medium	500	0%	0%	0%
P-3084a	Lemay Community Aquatic Center	0	3 - Medium	500	0%	0%	0%
P-3090	Magnolia Hotel - Denver, CO	0	3 - Medium	500	0%	0%	0%
P-3096	Central West End City Apartments	0	3 - Medium	500	0%	0%	0%
P-3097	Mayfair Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-3097B	Mayfair Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-3105	CertainTeed Warehouse	0	3 - Medium	500	0%	0%	0%

The 'Create a New Project' dialog box contains the following fields and buttons:

- Project Name:** Enter the Project ID and Project Name. The Project ID is a short, unique identifier for your project.
- Project ID:** Schedule Training
- Project Name:** Training 03-19-15
- Buttons:** Cancel, Prev, Next, Finish

At the bottom of the software window, the status bar shows: Portfolio: All Projects, User: adam.siburt, Data Date: 09-Mar-15, Access Mode: Shared, Baseline: Current Project. The Windows taskbar at the bottom shows the time as 10:05 AM on 3/19/2015.

## New Project Set-Up

- Enter planned start date
- Click Finish

Primavera P6 : 995-4, Schedule Training (Mainstreet - Overland Park, KS, Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Projects

Project ID	Project Name	Total Activities	Risk Level	Strategic Priority	Duration % of Original	Schedule % Complete	Cost % Complete
NEWPROJ-13	[New Project]	0	3 - Medium	500	0%	0%	0%
NEWPROJ-14	1015-Ellisville Mixed Use Redevelopment	0	3 - Medium	500	0%	0%	0%
NEWPROJ-2	Flance-Mock Project 871	0	3 - Medium	500	0%	0%	0%
NEWPROJ-3	Training	0	3 - Medium	500	0%	0%	0%
NEWPROJ-4	The Grove in Chesterfield Village	0	3 - Medium	500	0%	0%	0%
NEWPROJ-5	Schoettler Grove	0	3 - Medium	500	0%	0%	0%
NEWPROJ-6	Betelsman Mock Project	0	3 - Medium	500	0%	0%	0%
NEWPROJ-7	The Grove in Sunset Hills	0	3 - Medium	500	0%	0%	0%
NEWPROJ-8	The Grove in Creve Coeur	0	3 - Medium	500	0%	0%	0%
NEWPROJ-9	The Grove In Frontenac	0	3 - Medium	500	0%	0%	0%
Nissan McDonough	Nissan McDonough Georgia	0	3 - Medium	500	0%	0%	0%
OCONNELL	OConnell Cabin	0	3 - Medium	500	0%	0%	0%
P-2729	Valle Field House	0	3 - Medium	500	0%	0%	0%
P-2877	Phoenix Center II - Lot 10	0	3 - Medium	500	0%	0%	0%
P-3022 BD	Home 2 Suites - Fargo, ND Bid Day Schedule	0	3 - Medium	500	0%	0%	0%
P-3081	Pioneer Manor	0	3 - Medium	500	0%	0%	0%
P-3084a	Lemay Community Aquatic Center	0	3 - Medium	500	0%	0%	0%
P-3090	Magnolia Hotel - Denver, CO	0	3 - Medium	500	0%	0%	0%
P-3096	Central West End City Apartments	0	3 - Medium	500	0%	0%	0%
P-3097	Mayfair Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-3097B	Mayfair Hotel - St. Louis	0	3 - Medium	500	0%	0%	0%
P-3105	CertainTeed Warehouse	0	3 - Medium	500	0%	0%	0%

Create a New Project

**Create a New Project**

**Project Start and End Dates**

Specify the planned start date and must finish by date for the project.

The Must Finish By date is the date by which all project activities must finish. If entered, it is used as the project late finish date by the project scheduler.

Planned Start: 23-Mar-15

Must Finish By: 29-May-15

Buttons: Cancel, Prev, Next, Finish

General Notebook Planning Resources Budget Log Spending Plan Budget Summary Dates Funding

**Schedule Dates**

Planned Start: 19-Mar-15

Data Date: 19-Mar-15

Actual Start:

**Anticipated Dates**

Anticipated Start:

Anticipated Finish:

Portfolio: All Projects User: adam.siburt Data Date: 09-Mar-15 Access Mode: Shared Baseline: Current Project

10:10 AM 3/19/2015

## New Project Set-Up

- Find Project
- Click Activities in project menu to open project or right click and select Open Project

The screenshot displays the Primavera P6 software interface. The main window shows a project schedule table with columns for Project ID, Total Activities, Risk Level, Strategic Priority, Duration % of Original, Schedule % Complete, and Cost % Complete. The 'Schedule Training' project is highlighted in blue. Below the table, there are sections for 'P Files', 'Active Projects', and '500s and Earlier'.

Project ID	Total Activities	Risk Level	Strategic Priority	Duration % of Original	Schedule % Complete	Cost % Complete
P-3409	0	3 - Medium	500	0%	0%	0%
P-3449	0	3 - Medium	500	0%	0%	0%
P-3470	0	3 - Medium	500	0%	0%	0%
P-3504	0	3 - Medium	500	0%	0%	0%
P-5	0	3 - Medium	500	0%	0%	0%
P-6	0	3 - Medium	500	0%	0%	0%
P3232	0	3 - Medium	500	0%	0%	0%
P3232-2	0	3 - Medium	500	0%	0%	0%
PALFTLWC-MASTER-1	0	3 - Medium	500	0%	0%	0%
Schedule Training	0	3 - Medium	500	0%	0%	0%
SLCLIB	0	3 - Medium	500	0%	0%	0%
SLPS #59 Cat 2	0	3 - Medium	500	0%	0%	0%
SOSC - Intern	0	3 - Medium	500	0%	0%	0%
Test 6-15-12	0	1 - Very Low	500	0%	0%	0%
WM Markets Bid Sched	0	3 - Medium	500	0%	0%	0%
<b>P Files</b>	<b>325</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Active</b>	<b>3226</b>	<b>3 - Medium</b>	<b>500</b>	<b>57.9%</b>	<b>51.66%</b>	
<b>500s and Earlier</b>	<b>245</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	
<b>600s</b>	<b>0</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	
<b>700s</b>	<b>15</b>	<b>3 - Medium</b>	<b>500</b>	<b>0%</b>	<b>0%</b>	

The 'Schedule Dates' form is visible below the table, with the following fields:

- Planned Start: 23-Mar-15
- Must Finish By: 29-May-15
- Data Date: 23-Mar-15
- Finish: [Empty]
- Actual Start: [Empty]
- Actual Finish: [Empty]

The 'Anticipated Dates' form is also visible, with the following fields:

- Anticipated Start: [Empty]
- Anticipated Finish: [Empty]

The bottom status bar shows: Portfolio: All Projects, User: adam.siburt, Data Date: 09-Mar-15, Access Mode: Shared, Baseline: Current Project. The system tray shows the date and time: 10:12 AM 3/19/2015.

## Entering Activities

- Push insert or click add button to the right.
- Enter description.
- Change Activity Type
  - Task Dependent

- Start Milestone
- Finish Milestone

Primavera P6 : Schedule Training (Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Biloxi, MS Filter: All Activities

Activity ID	Activity Name	Activity % Complete	Total Float	Original Duration	Start	Finish
<b>Training 03-19-15</b>						
A1000	Project Award	0%	47	1	23-Mar-15	23-Mar-15

2014

Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb

General Status Resources Codes Relationships Notebook Steps Feedback WPs & Docs Expenses Summary

Activity: A1000 Project Award Project: Schedule Training

Activity Type: **Start Milestone** (dropdown menu includes: Task Dependent, Finish Milestone, Level of Effort, Resource Dependent, Start Milestone, Task Dependent, WBS Summary)

Duration Type: Fixed Duration & Units

% Complete Type: Duration

Activity Calendar: Standard 5 Day Workweek w/ Basic Holidays

Responsible Manager: Brinkmann Constructors

Primary Resource: [User Icon]

Portfolio: All Projects User: adam.siburt Data Date: 23-Mar-15 Access Mode: Shared Baseline: Current Project

12:36 PM 3/19/2015

## Entering Activities



Primavera P6: Schedule Training (Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Bloxi, MS Filter: All Activities

Activity ID	Activity Name	Activity % Complete	Total Float	Original Duration	Start	Finish
<b>Training 03-19-15</b>						
A1000	Project Award	0%	48	0	23-Mar-15	
A1010	Submit for Permit	0%	47	1	23-Mar-15	23-Mar-15
A1020	Permit Review	0%	47	1	23-Mar-15	23-Mar-15
A1030	Pick Up Permit	0%	47	1	23-Mar-15	23-Mar-15
A1040	Mobilize to Jobsite	0%	47	1	23-Mar-15	23-Mar-15
A1050	Install SWPPP	0%	47	1	23-Mar-15	23-Mar-15
A1060	Clear Site	0%	47	1	23-Mar-15	23-Mar-15
A1070	Rough Grade Building Pad	0%	47	1	23-Mar-15	23-Mar-15
A1080	Install Site Water Lines	0%	47	1	23-Mar-15	23-Mar-15
A1090	Install Site Sanitary Lines	0%	47	1	23-Mar-15	23-Mar-15
A1100	Install Site Storm Sewers	0%	47	1	23-Mar-15	23-Mar-15
A1110	Install Foundations	0%	47	1	23-Mar-15	23-Mar-15
A1120	Install Underground Plumbing	0%	47	1	23-Mar-15	23-Mar-15
A1130	Prep and Pour Slab On Grade	0%	47	1	23-Mar-15	23-Mar-15
A1140	Install Structural Steel	0%	47	1	23-Mar-15	23-Mar-15
A1150	Install Exterior Framing and Sheathing	0%	47	1	23-Mar-15	23-Mar-15
A1160	Install Brick Veneer	0%	47	1	23-Mar-15	23-Mar-15
A1170	Install Roofing	0%	47	1	23-Mar-15	23-Mar-15
A1180	Install Storefront Windows	0%	47	1	23-Mar-15	23-Mar-15
A1190	Install Building Main Electric Service	0%	47	1	23-Mar-15	23-Mar-15
A1200	Pour Curbs	0%	47	1	23-Mar-15	23-Mar-15
A1210	Pour Sidewalks	0%	47	1	23-Mar-15	23-Mar-15
A1220	Pave Parking Lot & Stripe	0%	47	1	23-Mar-15	23-Mar-15
A1230	Punchlist	0%	47	1	23-Mar-15	23-Mar-15

2015

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

201

Jan Feb Mar Apr May Jun

23-Mar-15, Training 03-19-15

- Project Award
- Submit for Permit
- Permit Review
- Pick Up Permit
- Mobilize to Jobsite
- Install SWPPP
- Clear Site
- Rough Grade Building Pad
- Install Site Water Lines
- Install Site Sanitary Lines
- Install Site Storm Sewers
- Install Foundations
- Install Underground Plumbing
- Prep and Pour Slab On Grade
- Install Structural Steel
- Install Exterior Framing and Sheathing
- Install Brick Veneer
- Install Roofing
- Install Storefront Windows
- Install Building Main Electric Service
- Pour Curbs
- Pour Sidewalks
- Pave Parking Lot & Stripe

General Status Resources Codes Relationships Notebook Steps Feedback WPs & Docs Expenses Summary

Activity: A1110 Install Foundations Project: Schedule Training

Activity Type: Task Dependent Duration Type: Fixed Duration & Units % Complete Type: Duration Activity Calendar: Standard 5 Day Workweek w/ Basic Holidays

WBS: Schedule Training Training 03-19-15 Responsible Manager: Brinkmann Constructors Primary Resource:

Portfolio: All Projects User: adam.sibert Data Date: 23-Mar-15 Access Mode: Shared Baseline: Current Project

12:44 PM 3/19/2015

## Assigning Predecessors & Successors

- Select Activity
- Switch to Relationships tab (bottom)
- Click Assign
- Double Click or click add button to add successor or predecessor
- Continue through schedule

Primavera P6: Schedule Training (Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Bloxi, MS Filter: All Activities

Activity ID	Activity Name	Activity % Complete	Total Float	Original Duration	Start	Finish
<b>Training 03-19-15</b>						
A1000	Project Award	0%	45	0	23-Mar-15	
A1010	Submit for Permit	0%	45	1	23-Mar-15	23-Mar-15
A1040	Mobilize to Jobsite	0%	47	1	23-Mar-15	23-Mar-15
A1050	Install SWPPP	0%	47	1	23-Mar-15	23-Mar-15
A1060	Clear Site	0%	47	1	23-Mar-15	23-Mar-15
A1070	Rough Grade Building Pad	0%	47	1	23-Mar-15	23-Mar-15
A1080	Install Site Water Lines	0%	47	1	23-Mar-15	23-Mar-15
A1090	Install Site Sanitary Lines	0%	47	1	23-Mar-15	23-Mar-15
A1100	Install Site Storm Sewers	0%	47	1	23-Mar-15	23-Mar-15
A1110	Install Foundations	0%	47	1	23-Mar-15	23-Mar-15
A1120	Install Underground Plumbing	0%	47	1	23-Mar-15	23-Mar-15
A1130	Prep and Pour Slab On Grade	0%	47	1	23-Mar-15	23-Mar-15
A1140	Install Structural Steel	0%	47	1	23-Mar-15	23-Mar-15
A1150	Install Exterior Framing and Sheathing	0%	47	1	23-Mar-15	23-Mar-15
A1160	Install Brick Veneer	0%	47	1	23-Mar-15	23-Mar-15
A1170	Install Roofing	0%	47	1	23-Mar-15	23-Mar-15
A1180	Install Storefront Windows	0%	47	1	23-Mar-15	23-Mar-15
A1190	Install Building Main Electric Service	0%	47	1	23-Mar-15	23-Mar-15
A1200	Pour Curbs	0%	47	1	23-Mar-15	23-Mar-15
A1210	Pour Sidewalks	0%	47	1	23-Mar-15	23-Mar-15
A1220	Pave Parking Lot & Stripe	0%	47	1	23-Mar-15	23-Mar-15
A1230	Punchlist	0%	47	1	23-Mar-15	23-Mar-15
A1240	Closeout	0%	47	1	23-Mar-15	23-Mar-15
A1250	Project Completion	0%	48	0		23-Mar-15

Assign Successors

Display: All Activities

Search

Activity ID Activity Name

Brinkmann St. Louis

Training 03-19-15

- A1000 Project Award
- A1010 Submit for Permit
- A1020 Permit Review
- A1030 Pick Up Permit
- A1040 Mobilize to Jobsite
- A1050 Install SWPPP
- A1060 Clear Site
- A1070 Rough Grade Building Pad
- A1080 Install Site Water Lines
- A1090 Install Site Sanitary Lines
- A1100 Install Site Storm Sewers
- A1110 Install Foundations
- A1120 Install Underground Plumbing
- A1130 Prep and Pour Slab On Grade
- A1140 Install Structural Steel

General Status Resources Codes Relationships Notebook Steps Feedback WPs & Docs Expenses Summary

Activity A1010 Submit for Permit Project Schedule Training

Predecessors								Successors							
Project ID	WBS	Activity ID	Activity Name	Relations	Lag	Activity Status	Primary Resource	Project ID	WBS	Activity ID	Activity Name	Relationship Type	Lag	Activity Status	Primary Resource
Schedule T	Schedule Train	A1000	Project Award	FS	0	Not Started		Schedule T	Schedule Train	A1020	Permit Review	FS	0	Not Started	

Assign Remove GoTo

Portfolio: All Projects User: adam.siburt Data Date: 23-Mar-15 Access Mode: Shared Baseline: Current Project

12:45 PM 3/19/2015

# Assign Predecessors and Successors

Primavera P6: Schedule Training (Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Biloxi, MS Filter: All Activities

Activity ID	Activity Name	Activity % Complete	Total Float	Original Duration	Start	Finish
<b>Training 03-19-15</b>						
A1000	Project Award	0%	0	0	23-Mar-15	
A1010	Submit for Permit	0%	0	1	23-Mar-15	23-Mar-15
A1020	Permit Review	0%	0	10	24-Mar-15	06-Apr-15
A1030	Pick Up Permit	0%	0	1	07-Apr-15	07-Apr-15
A1040	Mobilize to Jobsite	0%	0	5	08-Apr-15	14-Apr-15
A1050	Install SWPPP	0%	0	2	15-Apr-15	16-Apr-15
A1060	Clear Site	0%	0	2	17-Apr-15	20-Apr-15
A1070	Rough Grade Building Pad	0%	0	3	21-Apr-15	23-Apr-15
A1080	Install Site Water Lines	0%	20	5	24-Apr-15	30-Apr-15
A1110	Install Foundations	0%	0	7	24-Apr-15	04-May-15
A1090	Install Site Sanitary Lines	0%	20	5	01-May-15	07-May-15
A1120	Install Underground Plumbing	0%	0	5	05-May-15	11-May-15
A1100	Install Site Storm Sewers	0%	20	5	08-May-15	14-May-15
A1130	Prep and Pour Slab On Grade	0%	0	3	12-May-15	14-May-15
A1140	Install Structural Steel	0%	0	5	15-May-15	21-May-15
A1150	Install Exterior Framing and Sheathing	0%	0	5	22-May-15	29-May-15
A1160	Install Brick Veneer	0%	0	10	01-Jun-15	12-Jun-15
A1170	Install Roofing	0%	9	5	01-Jun-15	05-Jun-15
A1190	Install Building Main Electric Service	0%	9	2	08-Jun-15	09-Jun-15
A1180	Install Storefront Windows	0%	5	1	15-Jun-15	15-Jun-15
A1200	Pour Curbs	0%	0	2	15-Jun-15	16-Jun-15
A1210	Pour Sidewalks	0%	0	2	17-Jun-15	18-Jun-15
A1220	Pave Parking Lot & Stripe	0%	0	2	19-Jun-15	22-Jun-15
A1230	Punchlist	0%	0	5	23-Jun-15	28-Jun-15

Activity: A1180 Install Storefront Windows

Predecessors							Successors								
Project ID	WBS	Activity ID	Activity Name	Relations	Lag	Activity Status	Primary Resource	Project ID	WBS	Activity ID	Activity Name	Relationship Type	Lag	Activity Status	Primary Resource
Schedule Tr	Schedule Train	A1160	Install Brick Veneer	FS	0	Not Started		Schedule Tr	Schedule Train	A1230	Punchlist	FS	0	Not Started	

Portfolio: All Projects User: adam.siburt Data Date: 23-Mar-15 Access Mode: Shared Baseline: Current Project

Inbox - Adam.Sib... Google - Internet... Primavera P6 Proj... Schedule Training... 12:55 PM 3/19/2015

## Work Breakdown Structures (WBS)

- Select WBS under Project menu

The screenshot displays the Primavera P6 software interface for a project named "Schedule Training (Training 03-19-15)". The "Project" menu is open, highlighting the "WBS" option. The main window shows a Gantt chart with activities from March to June 2015. The activity list on the left includes tasks such as "Project Award", "Submit for Permit", "Install Site Water Lines", and "Install Storefront Windows".

The activity list table below shows the following data:

Activity ID	Activity Name	Activity % Complete	Total Float	Original Duration	Start	Finish
A1000		0%	0	0	23-Mar-15	
A1010		0%	0	1	23-Mar-15	23-Mar-15
A1020		0%	0	10	24-Mar-15	06-Apr-15
A1030		0%	0	1	07-Apr-15	07-Apr-15
A1040		0%	0	5	08-Apr-15	14-Apr-15
A1050		0%	0	2	15-Apr-15	16-Apr-15
A1060		0%	0	2	17-Apr-15	20-Apr-15
A1070	Rough Grade Building Pad	0%	0	3	21-Apr-15	23-Apr-15
A1080	Install Site Water Lines	0%	20	5	24-Apr-15	30-Apr-15
A1110	Install Foundations	0%	0	7	24-Apr-15	04-May-15
A1090	Install Site Sanitary Lines	0%	20	5	01-May-15	07-May-15
A1120	Install Underground Plumbing	0%	0	5	05-May-15	11-May-15
A1100	Install Site Storm Sewers	0%	20	5	08-May-15	14-May-15
A1130	Prep and Pour Slab On Grade	0%	0	3	12-May-15	14-May-15
A1140	Install Structural Steel	0%	0	5	15-May-15	21-May-15
A1150	Install Exterior Framing and Sheathing	0%	0	5	22-May-15	29-May-15
A1160	Install Brick Veneer	0%	0	10	01-Jun-15	12-Jun-15
A1170	Install Roofing	0%	9	5	01-Jun-15	05-Jun-15
A1190	Install Building Main Electric Service	0%	9	2	08-Jun-15	09-Jun-15
A1180	Install Storefront Windows	0%	5	1	15-Jun-15	15-Jun-15
A1200	Pour Curbs	0%	0	2	15-Jun-15	16-Jun-15
A1210	Pour Sidewalks	0%	0	2	17-Jun-15	18-Jun-15
A1220	Pave Parking Lot & Stripe	0%	0	2	19-Jun-15	22-Jun-15
A1230	Punchlist	0%	0	5	23-Jun-15	28-Jun-15

The "Predecessors" and "Successors" tables for activity A1180 are as follows:

Predecessors							Successors								
Project ID	WBS	Activity ID	Activity Name	Relations	Lag	Activity Status	Primary Resource	Project ID	WBS	Activity ID	Activity Name	Relationship Type	Lag	Activity Status	Primary Resource
Schedule Tr	Schedule Train	A1160	Install Brick Veneer	FS	0	Not Started		Schedule Tr	Schedule Train	A1230	Punchlist	FS	0	Not Started	

## Work Breakdown Structures (WBS)

- Push insert or click add button to add WBS
- Add WBS name
- Organize using arrows to the right

The screenshot displays the Primavera P6 interface for a project named "Schedule Training (Training 03-19-15)". The main window shows a Work Breakdown Structure (WBS) tree under the "Layout: WBS" tab. The WBS is organized as follows:

WBS Code	WBS Name	Total Activities	Est Weight
Schedule Training	Training 03-19-15	26	1.0
Schedule Training 1	Preconstruction	0	1.0
Schedule Training 2	Grading & Utilities	0	1.0
Schedule Training 3	Building	0	1.0
Schedule Training 4	Site Concrete & Paving	0	1.0
Schedule Training 5	Closeout	0	1.0

Below the WBS tree, the "General" tab is active, showing configuration options for performance and ETC calculations:

**Technique for computing performance percent complete**

- Activity percent complete
- Use resource curves / future period buckets
- WBS Milestones percent complete
- 0/100
- 50/50
- Custom percent complete: 4

**Technique for computing Estimate to Complete (ETC)**

- ETC = remaining cost for activity
- or
- ETC = PF \* (Budget at Completion - Earned Value), where:
- PF = 1
- PF = 1 / Cost Performance Index
- PF = 1 / (Cost Performance Index \* Schedule Performance Index)
- PF = 0.88

The bottom status bar indicates: Portfolio: All Projects, User: adam.sibert, Data Date: 23-Mar-15, Access Mode: Shared, Baseline: Current Project. The system tray shows the date and time as 12:59 PM on 3/19/2015.

## Work Breakdown Structures (WBS)

- Can place activities in WBS using WBS section on general tab or highlight and drag and drop
- If WBS are set before activities are added, the activity can be added directly into WBS

The screenshot displays the Primavera P6 software interface. The top section shows a Gantt chart for a project named 'Schedule Training' from March to August 2015. The chart includes tasks such as 'Preconstruction', 'Grading & Utilities', and 'Building'. Below the Gantt chart is a table of activities with columns for Activity ID, Activity Name, Activity % Complete, Total Float, Original Start, and Finish.

Activity ID	Activity Name	Activity % Complete	Total Float	Original Start	Finish
<b>Training 03-19-15</b>					
<b>Preconstruction</b>					
A1000	Project Award	0%	0	0 23-Mar-15	23-Mar-15
A1010	Submit for Permit	0%	0	1 23-Mar-15	23-Mar-15
A1020	Permit Review	0%	0	10 24-Mar-15	08-Apr-15
A1030	Pick Up Permit	0%	0	1 07-Apr-15	07-Apr-15
<b>Grading &amp; Utilities</b>					
A1040	Address to Jurisde	0%	0	5 08-Apr-15	14-Apr-15
A1050	Install SWPPP	0%	0	2 15-Apr-15	16-Apr-15
A1060	Clear Site	0%	0	2 17-Apr-15	20-Apr-15
A1070	Rough-Grade Building Pad	0%	0	3 21-Apr-15	23-Apr-15
A1080	Install Site Water Lines	0%	20	5 24-Apr-15	30-Apr-15
A1090	Install Site Sanitary Lines	0%	20	5 21-May-15	07-May-15
A1100	Install Site Storm Sewers	0%	20	5 08-May-15	14-May-15
<b>Building</b>					
A1110	Install Foundations	0%	0	7 24-Apr-15	04-May-15
A1120	Install Underground Plumbing	0%	0	5 25-May-15	11-May-15
A1130	Prep and Pour Slab On Grade	0%	0	3 12-May-15	14-May-15
A1140	Install Structural Steel	0%	0	5 19-May-15	21-May-15
A1150	Install Exterior Framing and Sheathing	0%	0	5 22-May-15	29-May-15

The bottom section of the screenshot shows the 'General' tab for activity 'A1000 - Project Award'. A red circle highlights the 'WBS' field, which is set to 'Schedule Training 1 - Preconstruction'. Other fields include 'Activity Type' (Task), 'Duration' (Fixed Duration), '% Complete Type' (Duration), 'Activity Calendar' (Standard 1 Day Workweek w/ Basic Holidays), and 'Primary Resource' (Resource).

## **Calendars**

- 5 or 7 day work weeks
- Set under Default tab in Project Enterprise
- Can modify the project calendar inside the project for individual activities or modify calendar.

## **Page Set Up and Printing**

- Click Print Preview
- Click Page Set Up
- Adjust page size, orientation, scaling
- Adjust header and footer information
- Adjust timescale to be printed
- Adjust printer setup for printer and page size
- Print

## Layouts

- Click layout button
  - Open pre-saved layouts
  - Save changes to existing layouts
  - Save As for new layouts

Primavera P6 : Schedule Training (Training 03-19-15)

File Edit View Project Enterprise Tools Admin Help

Layout: Bloxi, MS Filter: All Activities

Activity	Activity % Complete	Total Float	Original Duration	Start	Finish
Permit Review	0%	0	10	24-Mar-15	06-Apr-15
Pick Up Permit	0%	0	1	07-Apr-15	07-Apr-15
Mobilize to Jobsite	0%	0	5	08-Apr-15	14-Apr-15
Install SWPPP	0%	0	2	15-Apr-15	16-Apr-15
Clear Site	0%	0	2	17-Apr-15	20-Apr-15
Rough Grade Building Pad	0%	0	3	21-Apr-15	23-Apr-15
Install Site Water Lines	0%	20	5	24-Apr-15	30-Apr-15
Install Site Sanitary Lines	0%	20	5	01-May-15	07-May-15
Install Site Storm Sewers	0%	20	5	08-May-15	14-May-15
Install Foundations	0%	0	7	24-Apr-15	04-May-15
Install Underground Plumbing	0%	0	5	05-May-15	11-May-15
Prep and Pour Slab On Grade	0%	0	3	12-May-15	14-May-15
Install Structural Steel	0%	0	5	15-May-15	21-May-15
Install Exterior Framing and Sheathing	0%	0	5	22-May-15	29-May-15
Install Brick Veneer	0%	0	10	01-Jun-15	12-Jun-15
Install Roofing	0%	9	5	01-Jun-15	05-Jun-15
Install Building Main Electric Service	0%	9	2	08-Jun-15	09-Jun-15
Install Storefront Windows	0%	5	1	15-Jun-15	15-Jun-15
Pour Curbs	0%	0	2	15-Jun-15	16-Jun-15
Pour Sidewalks	0%	0	2	17-Jun-15	18-Jun-15
Pave Parking Lot & Stripe	0%	0	2	19-Jun-15	22-Jun-15

Activity: A1200 Pour Curbs

Activity Type: Task Dependent Duration Type: Fixed Duration & Units % Complete Type: Duration Activity Calendar: Standard 5 Day Workweek w/ Basic Holidays

WBS: Schedule Training 4 Site Concrete & Paving Responsible Manager: Brinkmann Constructors Primary Resource: [User]

Portfolio: All Projects User: adam.siburt Data Date: 23-Mar-15 Access Mode: Shared Baseline: Current Project

1:53 PM 3/19/2015



### **Update Progress**

- Tools Menu
- Update Progress
- Select date and apply
- Adjust schedule accordingly in status tab

### **Add Display Columns**

- Right click on columns and select columns
- Select information you would like to add in the available options and use the arrows to move to the selected options
- Use up and down arrows to order
- Click 'Apply'

### **Renumbering Activities**

- Select activities you would like to renumber
- Right click and select "Renumber Activity IDs"
- Select Auto-Number and input numbering system desired
- Click OK

### **Calendars and Milestones**

When using milestones either start or finish, double check that the calendar that is assigned to the milestone matches the calendar of the driving predecessor or successor. If these do not match, the logic within your schedule will be incorrect and will affect your end date. To check the driving activity, go to the Relationships tab and right click on the predecessor or successor column heading and select "Customize Predecessor/Successor Columns". Under the General

section of Available Options add Driving to your Selected Options and click OK. The box that is checked under the Driving column is the task that is driving the milestone.

### **Schedule Log Report**

The schedule log report is a quick way to find out which tasks in your schedule may have a constraint or are open ended. It also will tell you what your critical path activities are. Follow these steps to access the log.

- Push F9 to pull up the Schedule controls.
- Click the “Log to File” box and select a file location and name.
- It will prompt you that the file does not exist and ask if you want to create the file. Click Yes.
- Schedule the project.
- Click the View Log button to view your report.

### **Shortcut to Link Activities**

When building your schedule, if you have a long list of tasks that are in order and will all have a finish to start relationship, follow this shortcut so you do not have to draw or manually enter the relationships.

- Select the activities that you want to tie together
- Right click and select Link Activities

### **Fill Down Tool**

If you need to make the same change to a large number of activities you can use the Fill Down function. Can be used to change calendars, resources, activity codes, etc.

- Add a column to your Activity Table to show the item you wish to change.
- Make the change to one activity.
- Select the changed activity along with all other activities that need to be changed.
- When you click to select the changes you need to be sure to click inside the column that the change will take place.
- Then right click and select the Fill Down option.

## Filter Tool

Use the filter tool to sort through your activities and provide you with the specific information you need. You can filter to show the subcontractors, specific dates, specific activities, specific resources, etc. There are preset filters and you can also create your own filter with the logic you wish.

## Activity Codes

Activity codes can be used to assign subcontractors and suppliers to tasks. When this is done it then makes it real easy to sort the schedule by subcontractor and supplier to provide them with a schedule that is specific to their work.

- Go to the Enterprise drop down menu and select Activity Codes.
- Be sure you are in the Project section at the top of the menu that pops up.
- Click the Modify button at the top and a new window will pop up.
- Click Add and enter the name for the activity code. This will be the name for the a group of codes so if assigning subcontractors to activities name it "Subs". If you want to add a code to all change orders name it "COs"
- Click OK. Make sure that your new Activity Code is selected from the drop down menu.
- Click Add and enter all your possible codes. When complete click Close.
- When you are back to your schedule page, select the Codes tab at the bottom of the page.
- Click on the activity you want to assign a code to and click Assign.
- Select the code.
- Complete for all of your activities. You can use the fill down tool to speed this up.

## Resource Loading Manpower

- Go to the Enterprise drop down menu and select Resources
- Click the add new button on the right or push Insert on your keyboard to add a new resource.
- This first added resource should be your resource category.
- Add the actual resources you plan to assign and use the arrows to order them.
- Go to the Details tab and make sure that the Labor box is checked.
- Also in the Details tab, make sure the boxes for Auto Complete Actuals and Calculate Costs From Units are unchecked.
- Return to your list of activities.

- Add a column to your form for Resources and Budgeted Labor Units.
- Select the first activity you wish to assign a resource and go through the Resource tab at the bottom to add the resource similar to adding predecessors, successors, and activity codes.
- In the resources tab, enter in the original duration for that activity.
- Under budgeted resources, enter in the number of hours total for the activity. Should be # of men X original duration X hours per day.
- Follow this same procedure for all activities you are adding a resource. Use the fill down feature to add the resources.
- Once all the activities are resource loaded, go to the Project drop down menu and select Resource Assignment.
- On the chart scroll until you find the area where it is populated.
- Right click on the chart and select Spreadsheet Options.
- Check calculate average and enter in the number of hours worked per day.
- Click apply.
- The chart will now show you your manpower needed for each activity on each day.