

# Primavera P6

# **Exercise Worksheet**

# P6 Exercise Worksheet

## **Preparing for the Exercises**

Ten Six Consulting recommends that you download and install your own standalone copy of Primavera P6 Professional for use with this course.

The following instructions will assist you in obtaining and installing your own Primavera P6 Professional system:

#### **Hardware Requirements**

- ✓ Intel compatible CPU, 1 GHz or better
- ✓ 4GB Memory or greater
- ✓ Microsoft Windows 7 Home, Professional or Ultimate

#### Software Requirements

- ✓ Java 6 Update 27 runtime environment (JRE) or Software Developer Kit (JDK)
- ✓ Oracle Primavera P6 Professional for EPPM R8.2 installation Media zip file V29692-01.zip
- ✓ Microsoft .NET Framework 4 (x86 and x64) may already be installed on your system

#### Overview

Primavera P6 Professional R8.2 stand-alone is installed from a single media package that can be downloaded from Oracle e-delivery software cloud at <u>https://edelivery.oracle.com/</u>.

Follow these instructions to install a stand-alone copy of Primavera P6 Professional Release 8.2 on your PC or Laptop.

If Primavera P6 is already installed on your system, please skip to page 11 for the Exercises.

## Step 1 – Install Java 6 Update 27 JRE or JDK

The Oracle XE database that will be installed with Primavera P6 Professional requires java to be installed on the system. The Java Runtime Environment (JRE) or Java Developer Kit (JDK) can be installed. Either will work.

It is very important to make sure a supported Java version is installed. For Primavera P6 Professional R8.2 the supported **Java 6 Update 27** version should be installed. Other (newer) versions may not be compatible and may give you problems with the database portion of the installation or database operations after installation.

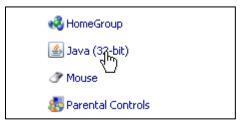
To install Java, right-click on the java media file you have downloaded for your machine. In the following example the **jdk-6u27-windows-i586.exe** is being run.



Follow the installation instructions on the screen to complete the installation. In most cases the installation defaults presented by the wizard will give a clean installation of the Java environment.

## Step 2 – Prevent Java Automatic Updates

Use the Java icon in the Control Panel of your Windows environment to run the Java Control Panel dialog.



In the Update tab, un-check the '**Check for Updates Automatically**' option to prevent future updates of you Java installation.

🍝 Java Co	ontrol Panel 📃 🛛 🕹				
General Update Java Security Advanced					
Update	Update Notification				
J.	The Java Update mechanism ensures you have the most updated version of the Java platform. The options below let you control how updates are obtained and applied.				
	Notify Me: Before downloading				
	Check for Updates Automatically				
	On the day 2 of each month at 4:00 AM, Java Update will check for updates. An icon will appear in the system tray if an update is available. Move the cursor over the icon to see the status of the update. You will be notified before the update is downloaded.				
	Java Update was last run at 3:35 PM on Update Now				
	OK Cancel Apply				

When prompted, click on the 'Never Check' button.

Java Update - Warning		×
You have chosen to never check for miss future security updates.	or updates and may	
We strongly recommend letting Java periodically the most secure and fastest Java experience.		you have

Click the OK button in the Java Control Panel dialog to save and close.

## Step 3 – Install Primavera P6 Professional R8.2

Unzip the **V29692-01.zip** media delivery file to your Downloads or other convenient folder on the computer. The installation media image will create the following folder structure:

#### C:\Downloads\Primavera P6 Professional for EPPM R8.2\P6\_R82\_Professional\_Client

Locate the **Setup.exe** file in the P6\_R82\_Professional\_Client folder and right-click on it.

Select the Open option from the menu. You can also double-click to start the installer.



The installer may prompt you to install certain prerequisite programs on your machine. These include the DHTML Editing Component and Microsoft .NET Framework 4 (x86 and x64). If prompted, allow the installer to proceed with these installations.

🐞 Primavera P6 Professional Setup	×
The following components will be installed on your machine:	
Microsoft DHTML Editing Component	
Do you wish to install these components?	
If you choose Cancel, setup will exit.	
Install	

Once the prerequisites are installed, the main Primavera P6 Professional R8.2 Setup dialog will appear.

📴 Primavera P6 Professional R8.2 Setup		
ORACLE PRIMAVERA	Welcome to the Primavera P6 Professional R8.2 Setup Wizard	
	The Setup Wizard will install Primavera P6 Professional R8.2 on your computer. Click Next to continue or Cancel to exit the Setup Wizard.	
	Back Next Cancel	

Click Next.

In the Choose Setup Type dialog, click on the 'Standalone' button.

🐺 Primavera P6 Professional R8.2 Setup	
Choose Setup Type Choose the setup type that best suits your needs	PRIMAVERA
Typical         Choose this option to install or upgrade only the P6 Profession for use with an existing EPPM or Professional database.         Standalone         Choose this option to install or upgrade the P6 Professional adatabase on this computer. For new installations, contains a populate the database with sample data.         Advanced         Choose this option to select which advanced components wit to change the installation location.	application and n option to
Back Next	Cancel

You will now be prompted to install the database for P6. Enter a password and confirmation password into the field provided.

Important: Be sure to make a careful note of this password. It will be used for all the database passwords and the P6 administrative users once you login.

🚏 Primavera P6 Professional R8.2 Setup		×
Oracle Express Edition Install Please create a password for your Oracle XE data	base	PRIMAVERA
Caution: You must remember this password for the Oracle XE system user, all default da admin superuser created during installation. future installations and for contacting Oracl	tabase users, and The password wil	d the application
Password		
•••••		
Confirm Password		
••••		
, The password must be between 6 and 30 ch contain at least one number. Valid character underscore. Spaces are not allowed.		
E	ack Nex	kt Cancel

The password you enter should be 8 characters in length or the following prompt will appear:



In the **Sample Data** dialog, check the option to load the sample data as part of your P6 installation.

Training Note: If you are loading this in order to participate in a Ten Six online or on-site training class, the sample data must be loaded.

🖶 Primavera P6 Professional R8.2 Setup	×
Sample Data Select whether you want to install sample dataabase	
Please select if you want to install sample data.	
Include sample data しょ	
Back	Next Cancel

Click Next.

In the 'Ready to install...' dialog, click the 'Install' button.

🙀 Primavera P6 Professional R8.2 Setup	
Ready to install Primavera P6 Professional R8.2	
Click Install to begin the installation. Click Back to review or change any installation settings. Click Cancel to exit the wizard.	y of your
Back Install	Cancel

The installer will load all the necessary files automatically from this point. It may take several minutes to load both the P6 Professional software client and the Oracle XE database.

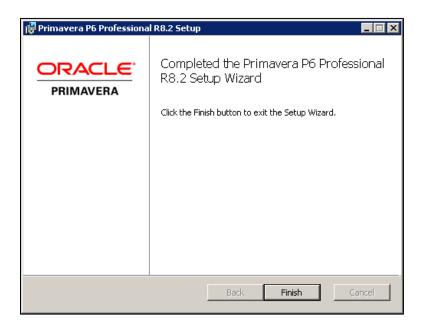
Primavera P6 Professional R8.2 Setup	
Installing Primavera P6 Professional R8.2	
Please wait while the Setup Wizard installs Primavera P6 Professi	onal R8.2.
Status: Copying new files	
Back	Next Cancel
	Cancer
Prima <del>v</del> era P6 Professional R8.2 Setup	
Primavera P6 Professional R8.2 Setup Installing Primavera P6 Professional R8.2	
Installing Primavera P6 Professional R8.2	PRIMAVERA
Primavera P6 Professional R8.2 Setup Installing Primavera P6 Professional R8.2 Please wait while the Setup Wizard installs Primavera P6 Professi	PRIMAVERA
Installing Primavera P6 Professional R8.2	PRIMAVERA
Installing Primavera P6 Professional R8.2 Please wait while the Setup Wizard installs Primavera P6 Professi Status:	PRIMAVERA
Installing Primavera P6 Professional R8.2 Please wait while the Setup Wizard installs Primavera P6 Professi	PRIMAVERA
Installing Primavera P6 Professional R8.2 Please wait while the Setup Wizard installs Primavera P6 Professi Status: Installing Oracle XE. Please wait	PRIMAVERA
Installing Primavera P6 Professional R8.2 Please wait while the Setup Wizard installs Primavera P6 Professi Status: Installing Oracle XE. Please wait	PRIMAVERA

During the installation you will see the 'Oracle Database 10g Express Edition' icon appear on the desktop.





When the installation is complete, you will see the following dialog:



Click 'Finish' to close the installer.

🙀 Primas	vera P6 Professional R	8.2 Setup	X
You must restart your system for the configuration changes made to Primavera P6 Professional R8.2 to take effect. Click Yes to restart now or No if you plan to manually restart later.			
	Yes	No	

Primavera P6 Professional R8.2 is now loaded on your computer along with the Oracle 10g XE database and sample data. Some of the prerequisites installed may cause the installer to prompt you that a restart of the computer is required. If so, click 'Yes' to restart your machine.

## Step 4 – Getting Started with P6

Primavera P6 Professional can now be started using the 'Primavera P6 R8.2' option in the Programs section of the Windows Start menu.

🕛 Oracle - Primavera P6		
P6 Professional R8.2	Devices and Printers	
P6 Professional R8.2		
📙 P6 Professional R8.2 Help & Tools 🤸	Default Programs	
Oracle Database 10g Express Edition		
🅌 Startup	Help and Support	
<ul> <li>Back</li> </ul>	Windows Security	
Search programs and files	Log off	
🌌 Start 🥝 🚞 💽		

To login to P6, enter a Login Name of '**admin**' and then enter the password you provided the installer earlier.

	Login Lo Primavera P6 Professional          Login Name         admin         Password         ********         Database         PMDB         PRIIVIAVERA	Cancel	
Oracle and Jav	99, 2011 , Oracle and/or its affiliates. All a are registered trademarks of Oracle ar arks of their respective owners.		ner names

The first time you login, you will see the following prompt:



To set the appropriate Industry option, click on the 'Admin | Admin Preferences...' menu option.

Primavera P6 Professional R8.2 : EC00515 (City Center Office Buildi	ing Addition)
Eile Edit View Project Enterprise Tools Admin Help	
) 🖨 🗞 🗸 ј 🏢 🔁 📴 🍡 🚠 🗸 🥫 🔛 🔛 sers	<b>=</b> 🛛 • 🔳 🍸
Activities	
Admin Preisrences	ter: All Activities
Activity ID Cativity Name S Admin Categories O	n Remaining Duration
Einancial Periods	31 554
🗀 🗖 📲 EC00515.D&E Design and Engi	)7 0
🚨 📃 🔲 EC1000 Design Building Addition 5	5 0
EC1010 Start Office Building Addition	0 0

In the 'Admin Preferences' dialog, click on the 'Industry' tab and select your desired industry sector option.

This will determine the terminology and default settings P6 uses for subsequent sessions.

Training Note: If you are participating in a Ten Six Primavera P6 Professional online or on-site training class, please select the 'Government, Aerospace and Defense' option.

## Exercises

## Introduction

These exercises are for use in support of the Ten Six Consulting Primavera P6 Professional video training course. At the completion of each video you will be prompted to complete one or more exercises to gain hands-on experience with Primavera P6 Professional R8.2.

🕙 Pri	mavera P6 Professional Fundamentals -	Mozilla Firefox	_ 🗆 🗙
Pri Pri	mavera P6 Professional Fundamentals	+	
•	www.proprofs.com/training/cours	e/?itle=primavera-p6-professional-fundamentals&c=88p=1	f 📓 🕶 AVG Secure Search 🔎 🏫
	8.1 VIDEO: Lesson 6		🗎 Save 📢 👘 🕨
	Primavera P6 Professional 🛛 🖄 Fundam		
	4% Complete	ty Type A January 2013 February 2013 March 2013 April 2013 May 2013 A	
	1. Welcome	28Mar-13, EC00720 New Home Construction     destone     04Feb-13 Project Start,     of Effort     Project Macrosomert	
	2. PMI Project Process Introduction	Milestone	
_	3. Lesson 1 - Introducing Primavera P	Dependen Dependen Umgenden Umg	
_	4. Lesson 2 - Working With Project Sc	Dependen  Depend	
_	5. Lesson 3 – Work Breakdown Structure	28Mar13, EC00720.3 Structure     13Mar13, EC00720.3 Finaning	
	6. Lesson 4 – Activities	Dependen Terce Exterio Val France Dependen Terce Exterio Val France Dependen Terce T	
	7. Lesson 5 – Relationships and Con	II 0628 13-16 ◀	
	8. Lesson 6 – Critical Path Method		
	✓ VIDEO: Lesson 6 ►		

This worksheet provides you with exercises that will build a simple construction project schedule called 'New Home Construction".

## **Important Note:**

Some of the following exercises have a large number of data entry items. You DO NOT have to load all the data in the exercise tables. Just enter some of the data, perhaps the first five rows to get some practice, and then load the rest using the .XER project files that you downloaded at the start of this course. Instructions for import project data from an XER file can be found at the back of this Exercise Worksheet.

## 1 Introduction to P6

## 1.1 Exercise:

1. Using your own standalone copy of Primavera P6 Professional, familiarize yourself with the P6 interface. Access the main views such as the Projects view, WBS view and Activities view.

Primavera P6 Professional R8.2 : EC00515 (City Center Office Building Addition)							
<u> </u>	dit <u>V</u> iew <u>P</u> roject E <u>n</u> terprise	e <u>T</u> ools <u>A</u> dmin Help					
6	a .   🗉 🔁 🖻 🖓 🚠	. 🔊 🗉 🗠 🛍 🖄 . 🕽 🖛	' 🛄 • 📰 🍸 • 🚺	<b>-</b> # .			
	rojects						
	Projects WBS Activitie	25					
-1							
-	Layout: Projects     Project     Project	cts	Total Activities	Strategic F			
			0054				
2	Enterprise	All Initiatives	2254				
1	⊟ 🇄 E&C	Engineering & Construction	608				
_	🗁 EC00515	City Center Office Building Addition	71				
	🗀 EC00530	Nesbid Building Expansion	71				
	Activi	<mark>ties</mark> Park	71				
	ECUU610	Harbour Pointe Assisted Living Center	131				
- 11	🚞 EC00620	Juniper Nursing Home	132				
	WB	S <sup>iommunity</sup>	132				
2	□	Linergy out vices	689				
	💼 NRG00870	Baytown, TX - Offline Maintenance Work	132				
	💼 NRG00950	Red River - Refuel Outage	98				
8	🚞 NRG00800	Sunset Gorge - Routine Maintenance Work	132				
-	💼 NRG00940	Sillersville - Refuel Outage	98				
	🖿 NBG00820	Johnstown - Routine Maintenance Work	131				

2. Open and close some select sample projects using the **right-click** and/or **File | Open** menu methods.

#### **Right-click method**

Select one or more projects and right-click to open them.

∎ 🐟 Enterprise	All Initiatives	2254
⊟ 🔶 E&C	Engineering & Construction	608
📄 EC00515	City Center Office Building Addition	71
💼 EC00530	Nesbid Building Expansion	71
EC00501	Haitang Corporate Park	71
💼 EC00610	Harbour 🗁 Open Project 💦 Ctrl+O	131
🚞 EC00620	Juniper N 🖌 Project Details 👘	132
💼 EC00630	Saratoga Summarize Project	132
🗆 📣 Energy	Energ Delete Project Summaries	689

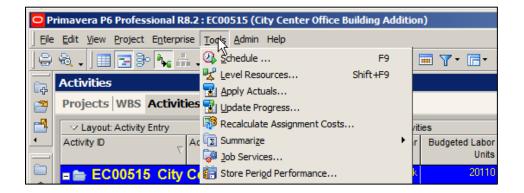
## 3. File | Open method

Open Project					>
Select Project Portfolio	All Projects		1	<b>√</b>	Open
✓ Display Project ID	Select one or more projects	Project Status		0	Cancel
Enterprise	and click the Open button.	Active			Users
⊡ 🇄 E&C	Engineering & Construction	Active			
📄 EC00515	City Center Office Building Addition	Active		?	Help
🚞 EC00530	Nesbid Building Expansion	Active			
EC00501	Haitang Corporate Park	Active			
📄 EC00610	Harbour Pointe Assisted Living Center	Active			
📄 EC00620	Juniper Nursing Home	Active			

4. In the **Activities** view, select different views in the bottom layout area using the **Bottom Layout** tool group.

Project Enterprise Tools Admin Help					
WBS Activities	;				
Activity Entry	Botton	n Lay	out tool	group	udgeted Labor Units
00515 City C	enter Offic		Trades -	5 Day Workweek	20110
C00515.D&E	Design and		Trades -	5 Day Workweek	1330
EC1000 De	esign Building Ad		Trades -	5 Day Workweek	883

5. Explorer and familiarize yourself with the main menus of P6.



## 2 Lesson 2 - Working with Project Schedules

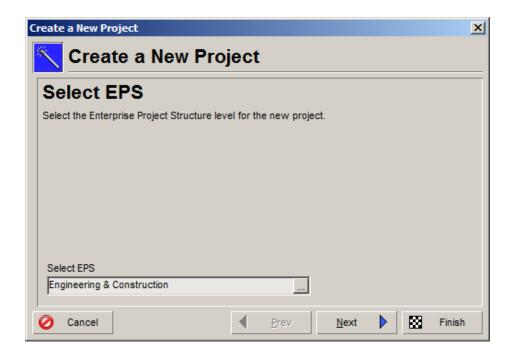
#### 2.1 Exercise:

1. In the **Project**s view, use the **Add** button or right-click menu's **Add** option to run the "Create a new project" wizard. Create a project with the following attributes:

EPS Node: E&C (Engineering and Construction) Project ID: EC00720 Project Name: New Home Construction Project Planned Start: 04-FEB-2013 Data Date: 04-FEB-2013 (typically will be automatically set to Project Planned Start)

These next images will help guide you through the process.

Enterprise	All Initiatives		2254		
🔶 E&C	Engineering & Construction	$\sim$	803		1
EC00515 EC00530 EC00501 EC00501 EC00610 EC00620 EC00630	City Center Office Building Addition Nesbid Building Expansion Haitang Corporate Park Harbour Pointe Assisted Living Center Juniper Nursing Home Saratoga Senior Community	ab	Open Project Project Details Summarize Project Delete Project Summar Cut Copy	Ctrl+O ies Ctrl+X Ctrl+C	
🔈 Energy	Energy Services	-	Paste	Ctrl+V	
<ul> <li>NRG00870</li> <li>NRG00950</li> <li>NRG00800</li> <li>NRG00940</li> <li>NRG00820</li> </ul>	Baytown, TX - Offline Maintenance Work Red River - Refuel Outage Sunset Gorge - Routine Maintenance Wor Sillersville - Refuel Outage Johnstown - Routine Maintenance Work	+	Fill Down Add Delete	Ins Del	

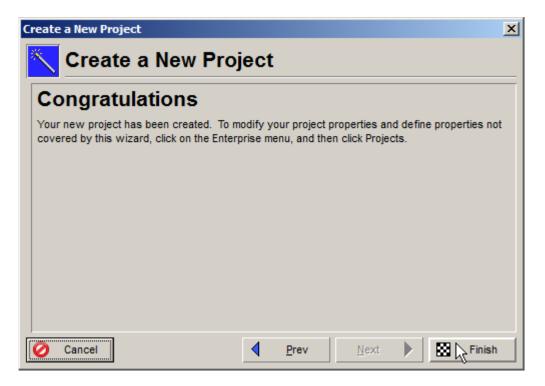


Create a New Project			×
📉 Create a New Proj	ect		
Project Name			
Enter the Project ID and Project Name.			
The Project ID is a short, unique identifier for	or your project.		
Project ID			
EC00720			
Project Name			
New Home Construction			
O Cancel	Prev	<u>N</u> ext	Finish

Create a New Project			×
Kreate a	New Project	t	
Project Sta	rt and End D	Dates	
Specify the planned st	art date and must finish by	y date for the project.	
-	e is the date by which all h date by the project sch		nish. If entered, it is used
Project Planned Start 04-Feb-13	Must Finish B	y  Prev Next	Finish



Create a New Project			×
📉 Create a Nev	v Project		
Assignment Ra	te Type		 
Specify the default Rate Type for	or new assignments.		
R <u>a</u> te Type			
Standard Rate	•		
O Cancel	d Pr	ev <u>N</u> ext	Finish



The final project should appear as follows in the Projects view:

Projects	Projects ×						
Activities WBS Projec	ts						
	•						
V Layout:Projects	Project Name	Total Activities	Strategic Priority	February 2013	March 2013	April 2013	
Project ID	Project Name	Total Activities	Strategic Priority	03 10 17 24			28 0
■ ▲ Enterprise	All Initiatives	2183					
□	Engineering & Construction	537	500				_
EC00515	City Center Office Building Addition	0	100				
EC00530	Nesbid Building Expansion	71	100				
💼 EC00501	Haitang Corporate Park	71	100				
🚞 EC00610	Harbour Pointe Assisted Living Center	131	100		1		
🚞 EC00620	Juniper Nursing Home	132	100				_
EC00630	Saratoga Senior Community	132	100		1		-
EC00720	New Home Construction	0	500				
🗆 📣 Energy	Energy Services	689	500				
📄 NRG00870	Baytown, TX - Offline Maintenance Work	132	1				-
			F	•			
General Notebook Budget	Log Spending Plan Budget Summary Dat	es Funding Co	des Defaults Res	sources Settings C	Calculations		
Schedule Dates					Anticipated Dates		
Project Planned Start	Must Finish	1 By			Anticipated Start		
04-Feb-13							
						_	
Data Date 04-Feb-13	Finish				Anticipated Finish		
04-reb-13					I		

## 3 Lesson 3 – Work Breakdown Structure

## 3.1 Exercise:

1. Using the techniques described in the training video, create the following Work Breakdown Structure for your New Home Construction project:

WBS Code	WBS Name	January 2013 February 2013							
1	=	06 13 20 27 03 10 17 24	03						
🖃 💼 EC00720	New Home Construction	04-Feb-13 V-V 11-Feb-13							
🔁 EC00720.1	Grading	04-Feb-13 📩 08-Feb-13							
- <b>E</b> C00720.2	Foundation	04-Feb-13 🗧 05-Feb-13							
🖨 🖬 EC00720.3	Structure	04-Feb-13 🗖 11-Feb-13							
- EC00720.3.1	Framing	04-Feb-13 🗖 11-Feb-13							
- EC00720.3.2	Roof	04-Feb-13 🔳 05-Feb-13							
🖻 🖷 EC00720.3.3	Interior	04-Feb-13 🗖 11-Feb-13							
EC00720.3.3.1	Mechanical	04-Feb-13 🔳 05-Feb-13							
EC00720.3.3.2	Electrical	04-Feb-13 🔲 06-Feb-13							
- EC00720.3.3.3	Plumbing	04-Feb-13 📩 07-Feb-13							
- EC00720.3.3.4	Drywall	04-Feb-13 11-Feb-13							
EC00720.3.3.5	Decor	04-Feb-13 📩 08-Feb-13							
EC00720.3.4	Exterior	04-Feb-13 🔲 06-Feb-13							
EC00720.4	Landscaping	04-Feb-13 🛽 04-Feb-13	04-Feb-13						

#### To create a child WBS element:

- 1. Right-click on the parent WBS element
- 2. Select **Add** from the drop-down menu
- 3. Enter a description for the WBS element in the WBS Name column

## To create a sibling WBS element: (recommended method)

- 1. Right-click on the parent WBS element
- 2. Select Add from the drop-down menu
- 3. Enter a description for the WBS element in the **WBS Name** column
- 4. Use the "**Move Left**" button to outdent the child WBS element and make it a sibling of the original parent element.

Note: This exercise data can be imported from the **Lesson 03 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

## 4 Lesson 4 – Activities

#### 4.1 Exercise:

1. Create a new layout called **Activity Entry** with the following columns selected:

2 Columns				
✓ Available Options		Selected Options		🖌 ОК
<ul> <li>Activity Codes - Global</li> </ul>		Activity ID		<b>A</b>
<ul> <li>Activity Steps</li> </ul>	- ▶	Activity Name		🧭 Cancel
+ Costs		Activity Type		
+ Dates	▶	Original Duration	-	Apply
+ Durations		Start		
+ Earned Value		Finish		Copy From.

2. Using any of the methods demonstrated in the lesson 4 video, add the following activities to your **New Home Construction** project:

Note: This exercise data can be imported from the **Lesson 04 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

Activity ID	Activity Name	Activity Type	Original Duration	Start	Finish
EC00720 New Home	e Construction				
A1000	Project Start	Start Milestone	0	4-Feb-13	
A1010	Project Management	Level of Effort	5	4-Feb-13	8-Feb-13
A1020	Project Complete	Finish Milestone	0		4-Feb-13
EC00720.1 Grading	g				
A1030 S	Survey and mark out site	Task Dependent	2	4-Feb-13	5-Feb-13
A1040	Grade site	Task Dependent	5	4-Feb-13	8-Feb-13
EC00720.2 Founda	ation				
A1050 I	Install foundation forms	Task Dependent	2	4-Feb-13	5-Feb-13
A1060 I	Install slab plumbing	Task Dependent	1	4-Feb-13	4-Feb-13
A1070	Pour and float slab concrete	Task Dependent	1	4-Feb-13	4-Feb-13
EC00720.3 Structu	ire				
EC00720.3.1 Fran	ming				
A1080 E	Erect exterior wall frames	Task Dependent	6	4-Feb-13	11-Feb-13
A1090 E	Erect interior stud walls	Task Dependent	4	4-Feb-13	7-Feb-13
A1100 I	Install OSB exterior cladding	Task Dependent	2	4-Feb-13	5-Feb-13
EC00720.3.2 Roo	of				
A1110 I	Install trusses	Task Dependent	2	4-Feb-13	5-Feb-13
A1120 I	Install roof sheeting	Task Dependent	1	4-Feb-13	4-Feb-13
A1130 I	Install paper and shingles	Task Dependent	2	4-Feb-13	5-Feb-13
EC00720.3.3 Inte	erior				
EC00720.3.3.1 N	Mechanical				
A1140 I	Install HVAC Ducting	Task Dependent	2	4-Feb-13	5-Feb-13
	Install HVAC Unit	Task Dependent	1	4-Feb-13	4-Feb-13
EC00720.3.3.2 E	Electrical				
A1160 I	Install breaker box and rough wire	Task Dependent	3	4-Feb-13	6-Feb-13
A1170 F	Finish Wiring	Task Dependent	3	4-Feb-13	6-Feb-13
EC00720.3.3.3 F	Plumbing				
A1180	Install rough plumbing lines	Task Dependent	4	4-Feb-13	7-Feb-13
EC00720.3.3.4 [					
	Rock walls and ceilings	Task Dependent	3	4-Feb-13	6-Feb-13
	Tape and mud walls and ceilings	Task Dependent	6	4-Feb-13	11-Feb-13
EC00720.3.3.5 [	•				
A1210	Install doors	Task Dependent	2	4-Feb-13	5-Feb-13
A1220	Door casings and baseboards	Task Dependent	3	4-Feb-13	6-Feb-13
	Install kitchen cabinets	Task Dependent	5	4-Feb-13	
EC00720.3.4 Exte	erior				
A1240 I	Install Windows	Task Dependent	2	4-Feb-13	5-Feb-13
	Install Siding	Task Dependent	3	4-Feb-13	
EC00720.4 Landsca					
	Lay turf and plant trees	Task Dependent	1	4-Feb-13	4-Feb-13

The final schedule should appear similar to the following:

Layou	It: Gantt Chart		Filter:	AllActivities	3		
vity ID		Activity Name	Activity Type	Original Duration	Start	Finish	Jan 27 Feb 03 Fet
EC00	0720 New Hom	e Construction		6	04-Feb-13	11-Feb-13	
A	1000	Project Start	Start Milestone	0	04-Feb-13		<b>+</b>
A	1010	Project Management	Level of Effort	5	04-Feb-13	08-Feb-13	<b>*</b>
A	1020	Project Complete	Finish Milestone	0		04-Feb-13	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
A	1270	Project Management	Level of Effort	5	04-Feb-13	08-Feb-13	
) E(	C00720.1 Gradi	ng		5	04-Feb-13	08-Feb-13	
	A1030	Survey and Mark Out Site	Task Dependent	2	04-Feb-13	05-Feb-13	
	A1040	Grade Site	Task Dependent	5	04-Feb-13	08-Feb-13	
E	C00720.2 Foun	dation	•	2	04-Feb-13	05-Feb-13	
	A1050	Install Foundation Forms	Task Dependent	2	04-Feb-13	05-Feb-13	
	A1060	Install Slab Plumbing	Task Dependent		04-Feb-13	04-Feb-13	μ
	A1070	Pour and Float Slab Concrete	Task Dependent		04-Feb-13	04-Feb-13	
E	C00720.3 Struc				04-Feb-13	11-Feb-13	
	EC00720.3.1 /			-	04-Feb-13	11-Feb-13	
	A1080	Erect Exterior Wall Frames	Task Dependent	-	04-Feb-13	11-Feb-13	
	A1090	Erect Interior Stud Walls	Task Dependent		04-Feb-13	07-Feb-13	
	A1100	Install OSB Exterior Cladding	Task Dependent		04-Feb-13	05-Feb-13	
	EC00720.3.2 I	-	r aon e oponaon		04-Feb-13	05-Feb-13	
	A1110	Install Trusses	Task Dependent		04-Feb-13	05-Feb-13	
	A1120	Install Roof Sheeting	Task Dependent		04-Feb-13	04-Feb-13	
	A1130	Install Paper and Shingles	Task Dependent		04-Feb-13	05-Feb-13	
	EC00720.3.3 I				04-Feb-13	11-Feb-13	
		3.1 Mechanical			04-Feb-13	05-Feb-13	
	A1140	Install HVAC Ducting	Task Dependent		04-Feb-13	05-Feb-13	
	A1150	Install HVAC Unit	Task Dependent		04-Feb-13	04-Feb-13	
		3.2 Electrical			04-Feb-13	06-Feb-13	
	A1160	Install Breaker Box and Rough Wiring	Task Dependent		04-Feb-13	06-Feb-13	
	A1170	Finish Wiring	Task Dependent		04-Feb-13	06-Feb-13	
E		3.3 Plumbing		-	04-Feb-13	07-Feb-13	
	A1180	Install Rough Plumbing Lines	Task Dependent		04-Feb-13	07-Feb-13	
					04-Feb-13	11-Feb-13	
	A1190	Install Drywall Sheeting	Task Dependent		04-Feb-13	06-Feb-13	
	A1200	Tape and Mud	Task Dependent		04-Feb-13	11-Feb-13	
E				-	04-Feb-13	08-Feb-13	
	A1210	Install Doors	Task Dependent	-	04-Feb-13	05-Feb-13	
	A1220	Door Casings and Baseboards	Task Dependent		04-Feb-13	06-Feb-13	
	A1230	Install Kitchen	Task Dependent		04-Feb-13	08-Feb-13	
	EC00720.3.4 I				04-Feb-13	06-Feb-13	
	A1240	Install Windows	Task Dependent		04-Feb-13	05-Feb-13	
-	A1250	Install Siding	Task Dependent	-	04-Feb-13	06-Feb-13	
FI	C00720.4 Land		, and a opendorit		04-Feb-13	06-Feb-13	
E	A1260	Lay Turf and Plant Trees	Task Dependent		04-Feb-13	06-Feb-13	
-		Set out Lawn Turf	. con populatin	0		0010010	

## 5 Lesson 5 – Relationships and Constraints

## 5.1 Exercise:

1. Using the techniques learned in the video, enter the following relationships in P6:

Predecessor ID	Predecessor Name	Successor ID	Successor Name	Relationship Type	Lag
EC00720 Nev	v Home Construction				
A1000	Project Start	A1010	Project Management	SS	0
A1000	Project Start	A1030	Survey and Mark Out Site	SS	0
A1010	Project Management	A1020	Project Complete	FF	0
EC00720.1 G	rading				
A1030	Survey and Mark Out Site	A1040	Grade Site	FS	0
A1040	Grade Site	A1050	Install Foundation Forms	FS	0
EC00720.2 Fo	oundation				
A1050	Install Foundation Forms	A1060	Install Slab Plumbing	FS	0
A1060	Install Slab Plumbing	A1070	Pour and Float Slab Concrete	FS	0
A1070	Pour and Float Slab Concrete	A1080	Erect Exterior Wall Frames	FS	7
EC00720.3.1	Framing				
A1080	Erect Exterior Wall Frames	A1090	Erect Interior Stud Walls	FS	0
A1080	Erect Exterior Wall Frames	A1110	Install Trusses	FS	0
A1080	Erect Exterior Wall Frames	A1160	Install Breaker Box and Rough Wiring	FS	0
A1080	Erect Exterior Wall Frames	A1180	Install Rough Plumbing Lines	FS	0
A1080	Erect Exterior Wall Frames	A1100	Install OSB Exterior Cladding	FS	0
A1100	Install OSB Exterior Cladding	A1240	Install Windows	FS	0
A1090	Erect Interior Stud Walls	A1190	Install Drywall Sheeting	FS	0
EC00720.3.2	Roof				
A1110	Install Trusses	A1120	Install Roof Sheeting	FS	0
A1120	Install Roof Sheeting	A1130	Install Paper and Shingles	FS	0
A1130	Install Paper and Shingles	A1140	Install HVAC Ducting	FS	0
EC00720.3.3.	1 Mechanical				
A1140	Install HVAC Ducting	A1150	Install HVAC Unit	SS	0
A1150	Install HVAC Unit	A1020	Project Complete	FF	0
EC00720.3.3.	2 Electrical				
A1160	Inst. Brkr Box & Rough Wiring	A1170	Finish Wiring	FS	0
A1170	Finish Wiring	A1020	Project Complete	FF	0
EC00720.3.3.	3 Plumbing				
A1180	Install Rough Plumbing Lines	A1190	Install Drywall Sheeting	FS	0
EC00720.3.3.4	4 Drywall				
A1190	Install Drywall Sheeting	A1200	Tape and Mud	SS	0
A1200	Tape and Mud	A1210	Install Doors	FS	0
A1200	Tape and Mud	A1230	Install Kitchen	FS	0

EC00720.3.3	3.5 Decor							
A1210	Install Doors	A1220	Door Casings and Baseboards	FS	0			
A1230	Install Kitchen	A1020	Project Complete	FF	0			
A1220	Door Casings and Baseboards	A1020	Project Complete	FF	0			
EC00720.3.4	EC00720.3.4 Exterior							
A1240	Install Windows	A1250	Install Siding	FS	0			
A1250	Install Siding	A1260	Lay Turf and Plant Trees	FS	0			
EC00720.4	EC00720.4 Landscaping							
A1260	Lay Turf and Plant Trees	A1020	Project Complete	FF	0			

Note: This exercise data can be imported from the **Lesson 05 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

## 6 Lesson 6 – Critical Path Analysis

## 6.1 Exercise:

Perform a Schedule process on your copy of the New Home Construction project and verify the project planned finish date.

□ = # - ] = Q 😼 🇞 ≸ 🗟 🕫 🗊 ] • , •									
Schedule (F9)									
rities	vities								
inal tion	Start	Finish	Jan 27	Feb 03					

Project(s) to schedule	1	0	Cancel
Current Data Date	04-Feb-13		Schedule
	,	2	View Log
Project Forecast Start Date		(2)	Help
Set Data Date and Planned Start to Project	Forecast Start during scheduling		Options
Log to file			
C:\Users\Nei\Documents\SchedLog.txt			

Note: This exercise data can be imported from the **Lesson 06 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

The final result should appear similar to the following:

_ L ave	out: Gantt Char	+	Eiltor	AllActivitie	0		-	-	_			-				
ctivity I		Activity Name	Activity Type	Original	-	Finish	13		F	ebruar	y 2013		h	/arch 2	2013	Т
				Duration			20	27	_		-	24	03	10	17 24	T
EC	:00720 New H	ome Construction		39	04-Feb-13	28-Mar-13			+			-				
	A1000	Project Start	Start Milestone	0	04-Feb-13		1		+							
	A1010	Project Management	Level of Effort	39	04-Feb-13	28-Mar-13	1	F	-							4
	A1020	Project Complete	Finish Milestone	0		28-Mar-13	1								+	•
-	EC00720.1 G	rading		7	04-Feb-13	12-Feb-13			+							
	A1030	Survey and Mark Out Site	Task Dependent	2	04-Feb-13	05-Feb-13	1	···· 4	-							
	A1040	Grade Site	Task Dependent	5	06-Feb-13	12-Feb-13	1		4							
=	EC00720.2 Fo	pundation		4	13-Feb-13	18-Feb-13				- F-	-					
	A1050	Install Foundation Forms	Task Dependent	2	13-Feb-13	14-Feb-13	1			ا الحا						
	A1060	Install Slab Plumbing	Task Dependent	1	15-Feb-13	15-Feb-13	1			- <b>F</b>	1					
	A1070	Pour and Float Slab Concrete	Task Dependent	1	18-Feb-13	18-Feb-13	1	· j		(						-
=	EC00720.3 St	ructure		21	28-Feb-13	28-Mar-13						1 <del>v -</del>				
	EC00720.3				28-Feb-13	13-Mar-13						-		-		
	A1080	Erect Exterior Wall Frames	Task Dependent	6	28-Feb-13	07-Mar-13	1					L.				
	A1090	Erect Interior Stud Walls	Task Dependent	4	08-Mar-13	13-Mar-13	1						-			
	A1100	Install OSB Exterior Cladding	Task Dependent	2	08-Mar-13	11-Mar-13	1						-			-
	EC00720.3	2 Roof		5	08-Mar-13	14-Mar-13							- <del></del>			
	A1110	Install Trusses	Task Dependent	2	08-Mar-13	11-Mar-13	1						-			
	A1120	Install Roof Sheeting	Task Dependent	1	12-Mar-13	12-Mar-13	1						1 6	4		
	A1130	Install Paper and Shingles	Task Dependent	2	13-Mar-13	14-Mar-13	1							Fa		
	EC00720.3	3 Interior		15	08-Mar-13	28-Mar-13	1									-
	EC00720	0.3.3.1 Mechanical		2	15-Mar-13	18-Mar-13									<b>v</b> .	
	A114	0 Install HVAC Ducting	Task Dependent	2	15-Mar-13	18-Mar-13	1							╘╼┍═		
	A115	D Install HVAC Unit	Task Dependent	1	15-Mar-13	15-Mar-13	1							F		-
	E EC00720	0.3.3.2 Electrical		6	08-Mar-13	15-Mar-13	1						+			
	A116		Task Dependent	3	08-Mar-13	12-Mar-13	1	· j					-			-
	A117	D Finish Wiring	Task Dependent	3	13-Mar-13	15-Mar-13	1							₲		
	E EC00720	0.3.3.3 Plumbing		4	08-Mar-13	13-Mar-13	1						+	-		
	A118		Task Dependent	4	08-Mar-13	13-Mar-13	1 -						_ L <sub>P</sub>			
	E EC00720	0.3.3.4 Drywall		6	14-Mar-13	21-Mar-13	1							Γ.		
	A119		Task Dependent	3	14-Mar-13	18-Mar-13	1							-		-
	A120	D Tape and Mud	Task Dependent	6	14-Mar-13	21-Mar-13	1							-		
	E EC00720			5	22-Mar-13	28-Mar-13	1									
	A121		Task Dependent		22-Mar-13	25-Mar-13	1								-	
	A122	D Door Casings and Baseboards	Task Dependent	3	26-Mar-13	28-Mar-13	1								🖬	-
	A123	D Install Kitchen	Task Dependent	5	22-Mar-13	28-Mar-13	11								-L	-
	EC00720.3			-	12-Mar-13	18-Mar-13								_	v	
	A1240	Install Windows	Task Dependent	-	12-Mar-13	13-Mar-13	1						Ļ	•		
	A1250	Install Siding	Task Dependent		14-Mar-13	18-Mar-13	1							F_		
=	EC00720.4 La			-	19-Mar-13	21-Mar-13								Г	<b>—</b>	
	A1260	Lay Turf and Plant Trees	Task Dependent	-	19-Mar-13	21-Mar-13	1							-		
		1 Set out Lawn Turf		0											_	

## 7 Lesson 7 – Resources - Part I

## 7.1 Exercise:

1. Add the following resources to the E&C Trades resource:

Resource ID	Resource Name	Max Units/Time	Standard Rate	Resource Type
Foreman	Site Forman	8/d	\$55.00/h	Labor
HVACEng	HVAC Engineer	8/d	\$40.00/h	Labor
Surveyor	Land Surveyor	8/d	\$65.00/h	Labor
Siding	Siding Contractor	8/d	\$47.00/h	Labor
Concrete	Concrete	0/d	\$115.00 Per CY	Material

## 7.2 Exercise:

1. Make the following resource assignments in the New Home Construction schedule:

Activity ID	Activity Name	Resource ID	Budgeted Units / Time	Quantity
A1010	Project Management	Foreman	8/d	1
A1010 A1030	Survey and Mark Out Site		8/d 8/d	1
A1030	Grade Site	Surveyor Operator	8/d	1
A1040	Install Foundation Forms	RCarp	8/d	1
A1050	Install Foundation Forms	GenLabor	8/d	
				1
A1060	Install Slab Plumbing	Plumb	8/d	1
A1070	Pour and Float Slab Concrete	GenLabor	8/d	4
A1080	Erect Exterior Wall Frames	RCarp	8/d	3
A1090	Erect Interior Stud Walls	RCarp	8/d	2
A1100	Install OSB Exterior Cladding	RCarp	8/d	3
A1110	Install Trusses	RCarp	8/d	3
A1120	Install Roof Sheeting	RCarp	8/d	3
A1130	Install Paper and Shingles	Roofing	8/d	3
A1140	Install HVAC Ducting	HVACEng	8/d	1
A1150	Install HVAC Unit	HVACEng	8/d	1
A1160	Install Breaker Box and Rough Wiring	Elec	8/d	1
A1170	Finish Wiring	Elec	8/d	1
A1180	Install Rough Plumbing Lines	Plumb	8/d	1
A1190	Install Drywall Sheeting	Drywall	8/d	2
A1200	Tape and Mud	Drywall	8/d	2
A1210	Install Doors	FCarp	8/d	1
A1220	Door Casings and Baseboards	FCarp	8/d	1
A1230	Install Kitchen	FCarp	8/d	2
A1240	Install Windows	FCarp	8/d	1
A1250	Install Siding	Siding	8/d	1
A1260	Lay Turf and Plant Trees	GenLabor	8/d	3

Note: This exercise data can be imported from the **Lesson 07 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

## 7.3 Exercise:

1. Using the techniques described in the video, select the **Pour and Float Slab Concrete** activity and increase the number of General Laborers to 6 by setting the **Budgeted Units** field in the **Resources** tab to 48.0h.

	1			1						
General Status Resources	Predecessors	Successors	Codes	Notebook	Steps	teps Feedback WPs & D				
Activ	ity A1070		Pour and Float Slab Concrete							
Role		Budgeted U	nits	Budgeted Ur	nits / Time	Or				
N 💊	Concrete.Concr		23.0	CY	23.0CY/d					
🙎 Trades	Cretefinisher.Co	ncrete Finishe	r	8	.0h	8.0h/d				
🙎 Trades	Cretefinisher.Co	ncrete Finishe	r	8	.0h	8.0h/d				
🤶 Trades	GenLabor.Labor	er-Constructio	n 4	8.0h			48.0h/d			
				$\searrow$						

 Use the Add Resource button to add two Concrete Finishers to the Pour and Float Slab Concrete activity. Note: you can either add the resource twice and seen in the Video, with a Budgeted Units of 8.0h, or you can add just one Concrete Finisher, but set the Budgeted Units/Time field to 16.0h.

General Status Resource	Predecessors Successors Cod	les Notebook Ste	ps Feedback WPs & Do	ocs Expenses
Ac	tivity A1070	Pour and Flo	at Slab Concrete	
Role	Resource ID Name	Budgeted Units	Budgeted Units / Time	Original Duratio
<b>\$</b>	Concrete.Concrete	23.0CY	23.0CY/d	10
1 Trades	Cretefinisher.Concrete Finisher	8.0h	8.0h/d	1
👤 Trades	Cretefinisher.Concrete Finisher	8.0h	8.0h/d	1
🙎 Trades	GenLabor.Laborer-Construction	48.0h	48.0h/d	10
		R		

OR

General Status Resour	rces Predecessors Successors (	odes Notebook	Steps Feedback	WPs & Doc	s Expenses S				
Activity A1070 Pour and Float Slab Concrete									
Role	Resource ID Name	Budgeted Un	Budgeted Units Budgeted Units / Time Or						
<b></b>	Concrete.Concrete	23.00	Y	23.0CY/d	1d				
🧕 Trades	Cretefinisher.Concrete Finisher	16.0	Oh	16.0h/d	1d				
🙎 Trades	GenLabor.Laborer-Construction	48.0	48.0h A8.0h/d						
			4						

3. Select the **Install HVAC Unit** activity and then add expenses for the **Air Handler** and **Condenser Units** as shown in the following figure:

		EC00720.3	.3.1 Med	hanical									
		A1140	Install H	VAC Ducting		\$640.0	0 0.0h	15-Mar-13	18-Mar-13		1		
		A1150	Install H	VAC Unit		\$4,770.0	0 0.0h	19-Mar-13	19-Mar-13				
	EC00720.3.3.2 Electrical												
		A1160	Install B	reaker Box and Roug	jh Wirin	\$2,280.0	0 0.0h	08-Mar-13	12-Mar-13	Trades			
		A1170	Finish U	lirina		¢570.0	ո որե	12.Mar.12	15.Mar.13	Tradas	구님	•	
(	General     Status     Resources     Relationships     Codes     Notebook     Steps     Expenses												
	Ex	oense Item	$\nabla$	Expense Category	Accru	al Type	Budgeted Cos	t Actual Cost	Remaining C	ost At 0	Completio	n Cost	Vendor
		Air Handler		Equipment	Start o	fActivity	\$2,300.0	0 \$0.00	\$2,300	.00	\$2,3	300.00	Trane
		Condenser	Unit	Equipment	Start o	fActivity	\$2,150.0	0 \$0.00	\$2,150	.00	\$2,1	150.00	Trane

4. Using the Bottom Layout tool group, click on the Resource Usage Spreadsheet button and select various resources to see their usage on your project.



Note: if the display is showing resources that are not assigned to your project, you can click on the **Display** header, go to the **Filter By** option and select **Current Project's Resources**.

Display: All Active Resource	s	✓ Display: Activity Res
Select View	Name 🔺	Activity ID
Columns  Table Font and Row	shall	E&C Resol
Filter By       Group and Sort By	<ul> <li>All Active Resources</li> <li>All Resources</li> </ul>	Site Formar
우 <sub>라</sub> Expand All Ctrl+Num + . 드 Collapse All Ctrl+Num -	A Current Project's Resource	ces

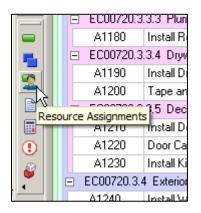
5. Now click on the Resource Usage Profile button to display the usage histogram.



6. Change the **Timescale** settings to see how the Histogram bars and Limit line changes as different timescale periods are selected.

uary 2013	Fet	oruary	2013		March 2013		Ар	ril 201	3		N	lay 20	)13
13 20 27	03	10	17	24	C 🗟 Activity Deta	s		14	21	28	05	12	19
					Bars								
					🚍 Bar Chart Op	tions							
					Timescale								
	1				Attachments	5	•						
							_						
	1												

7. Click on the **Resource Assignments** button in the Project tool group to open the Resource Assignments view.



8. Experiment with the **Spreadsheet Fields** options to view different units and costs.

esource Assignn	ients											
ctivities Resou	rce Assignments Project	ts										
✓ Layout: Activity R	esource Assignments		✓ Displa	y								
Activity ID					February 2	2013			March 2	2013	13	
						· · ·	24	03	10	17	24	
E&C Resources			Timescale Spreadsheet Options									
🗆 👤 Trades												
🖃 🧘 Site For	man		🕄 Zoom In		40.0h	40.0h	40.0h	40.0h	32.			
📃 🤦 A1010	Project Management			🔍 Zoom Out			40.0h	40.0h	40.0h	40.0h	32.	
🖃 🧘 Land Su	rveyor									1		
🤦 A1030	Survey and Mark Out Site	9		Sprea	adsheet Fie	lds 🕨		aining Earl	y Units			
🗆 🥼 Siding C	<u>A</u> Siding Contractor <u>A</u> A1250 Install Siding							ual Units		8.0h		
🖳 💆 A1250							Bud	geted Units	S	8.0h		
🗆 🛞 Concret	e					23.0CY	Cus	tomize				
🔍 A1070		rete				23.0CY			15			

9. Use the **Ctrl + A** keyboard shortcut to select all the records and then Copy and Paste your view to an Excel spreadsheet.

## 8 Lesson 8 – Baselines

#### 8.1 Exercise:

1. Go to the **Project** menu and use the **Maintain Baselines** dialog to create a baseline of your **New Home Construction** project.

O Maintain Baselines		×
Project Name/Baseline Name	E	Close
E Lesson 8 - New Home Construction		
Lesson 8 - New Home Construction - B1	÷	Add
	×	Delete
	e <sub>b</sub>	Сору
		Update
	▶	Restore
Baseline Name Lesson 8 - New Home Construction - B1	•	Help
Baseline Type     Data Date     Last Update Date       Initial Planning Baseline     04-Feb-13     04-Jan-13		

2. Assign your new baseline to the **Project Baseline** and **Primary Baseline** fields.

Assign Baselines		×
Project	<ul> <li>Image: A start of the start of</li></ul>	ОК
EC00720-4 : Lesson 8 - New Home Construction	0	Cancel
Project Baseline Lesson 8 - New Home Construction - B1	•	Help
User Baselines		
Primary		
Lesson 8 - New Home Construction - B1		
Secondary		
<none></none>		
Tertiary		
<none></none>		

## 9 Lesson 9 – Project Status

#### 9.1 Exercise:

1. Create a Status Layout for your system using the following columns:

		Selected Options		OK
Activity Steps     Costs     Dates     Durations     Earned Value     Feedback     General     Lists     Multiple Float Paths     Number of Activities     Percent Completes     Units     User Defined	► ► ►	Activity ID Activity Name Activity Status Start Finish BL Project Start BL Project Finish Actual Start Actual Start Actual Finish Remaining Duration Activity % Complete	<ul> <li></li> <li></li> </ul>	Cancel Apply Copy From Default Edit Column

- 2. Save the Layout as 'Status Layout' using the View | Layout | Save Layout As... menu option.
- 3. Enter the following status for week 1 of the New Home Construction project:

Activity ID	Activity Name	Activity Status	Actual Start	Actual Finish	Activity % Complete
A1000	Project Start	Completed	04-Feb-13		100%
A1030	Survey and Mark Out Site	Completed	04-Feb-13	06-Feb-13	100%
A1040	Grade Site	In Progress	07-Feb-13		60%

- 4. Open the **Schedule** dialog (F9).
- 5. Enter a Data Date of 10-Feb-13.
- 6. Click the **Schedule** button.

Note: This exercise data can be imported from the **Lesson 09 - New Home Construction Project Part A.xer** file that is included in your training data package. See last page for import instructions. Your schedule should appear similar to the following:

CUVI	ities Project	<b>'</b>									
∠ Laj	yout: Status Layo	ut		Filter:	AllActivities						
tivity	v ID	Activity Name	Activity Status	Start	Finish	BL Project Start	BL Project Finish	Actual Start	Actual Finish	Remaining A Duration	13         February 2013           20         27         03         10         17         24         03
		on 10 - New Home Construction - s	tatused not sch		28-Mar-13	04-Feb-13	28-Mar-13	04-Feb-13		34	
	A1000	Project Start	Completed	04-Feb-13 A		04-Feb-13		04-Feb-13		0	🔶 Project Start
	A1010	Project Management	In Progress	04-Feb-13 A	28-Mar-13	04-Feb-13	21-Mar-13	04-Feb-13		34	Feb-13A
	A1020	Project Complete	Not Started		28-Mar-13		28-Mar-13			0	
	EC00720-5.1	Grading		04-Feb-13 A	12-Feb-13	04-Feb-13	12-Feb-13	04-Feb-13		2	
	😑 A1030	Survey and Mark Out Site	Completed	04-Feb-13 A	06-Feb-13 A	04-Feb-13	05-Feb-13	04-Feb-13	06-Feb-13	0	Feb-13A
	🚥 A1040	Grade Site	In Progress	07-Feb-13 A	12-Feb-13	06-Feb-13	12-Feb-13	07-Feb-13		2	7-Feb-13 AL
	EC00720-5.2	Foundation		13-Feb-13	18-Feb-13	13-Feb-13	18-Feb-13			4	
	🔲 A1050	Install Foundation Forms	Not Started	13-Feb-13	14-Feb-13	13-Feb-13	14-Feb-13			2	13-Feb-13 14-Feb-13
	🔲 A1060	Install Slab Plumbing	Not Started	15-Feb-13	15-Feb-13	15-Feb-13	15-Feb-13			1	15-Feb-13 15-Feb-13
	😑 A1070	Pour and Float Slab Concrete	Not Started	18-Feb-13	18-Feb-13	18-Feb-13	18-Feb-13			1	18-Feb-13 18-Feb-13
•	EC00720-5.3	Structure		28-Feb-13	28-Mar-13	28-Feb-13	28-Mar-13			21	
Ξ	EC00720-5.			28-Feb-13	13-Mar-13	28-Feb-13	13-Mar-13			10	
	😑 A1080	Erect Exterior Wall Frames	Not Started	28-Feb-13	07-Mar-13	28-Feb-13	07-Mar-13			6	28-Feb-13
	😑 A1090	Erect Interior Stud Walls	Not Started	08-Mar-13	13-Mar-13	08-Mar-13	13-Mar-13			4	08-Mai-13
	😑 A1100	Install OSB Exterior Cladding	Not Started	08-Mar-13	11-Mar-13	08-Mar-13	11-Mar-13			2	08-Mar-13
Ξ	💾 EC00720-5.			08-Mar-13	14-Mar-13	08-Mar-13	14-Mar-13			5	1
	😑 A1110	Install Trusses	Not Started	08-Mar-13	11-Mar-13	08-Mar-13	11-Mar-13			2	08-Mat-13
	😑 A1120	Install Roof Sheeting	Not Started	12-Mar-13	12-Mar-13	12-Mar-13	12-Mar-13			1 🖃	12 Mai 13

7. Now enter the following status data for week 2 of the New Home Construction project:

Activity	Activity Name	Activity	Actual Start	Actual Finish	Activity %
ID		Status			Complete
A1040	Grade Site	Completed	07-Feb-13	12-Feb-13	100%
A1050	Install Foundation Forms	Completed	13-Feb-13	14-Feb-13	100%

- 8. Open the **Schedule** dialog (F9).
- 9. Enter a **Data Date** of 17-Feb-13.
- 10. Click the **Schedule** button.

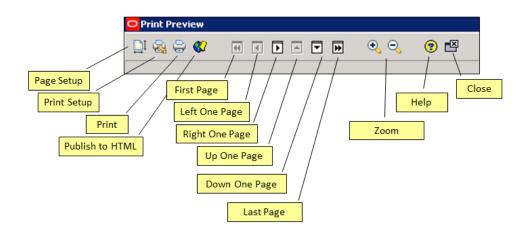
Note: This exercise data can be imported from the **Lesson 09** - **New Home Construction Project Part B.xer** file that is included in your training data package. See last page for import instructions. Your schedule should now appear similar to the following:

✓ Lay	yout: Status Layo	out		Filter	AllActivities							
ctivity	D V	Activity Name	Activity Status	Start	Finish	BL Project Start	BL Project Finish	Actual Start	Actual Finish	Remaining  Duration		March 2013 24 03 10 17
1 🗁 E	EC00720-5 Less	on 10 - New Home Construction - s	tatused not sch	04-Feb-13 A	29-Mar-13	04-Feb-13	28-Mar-13	04-Feb-13		30		
	A1000	Project Start	Completed	04-Feb-13 A		04-Feb-13		04-Feb-13		0	<ul> <li>Project Start</li> </ul>	
	A1010	Project Management	In Progress	04-Feb-13 A	29-Mar-13	04-Feb-13	21-Mar-13	04-Feb-13		30	3 A -	
-	A1020	Project Complete	Not Started		29-Mar-13		28-Mar-13			0		
	EC00720-5.1	Grading		04-Feb-13 A	12-Feb-13 A	04-Feb-13	12-Feb-13	04-Feb-13	12-Feb-13	0		
	😑 A1030	Survey and Mark Out Site	Completed	04-Feb-13 A	06-Feb-13 A	04-Feb-13	05-Feb-13	04-Feb-13	06-Feb-13	0	3AL	
	😑 A1040	Grade Site	Completed	07-Feb-13 A	12-Feb-13 A	06-Feb-13	12-Feb-13	07-Feb-13	12-Feb-13	0	13 A - 12-Feb-1	ЗÁ
	EC00720-5.2	Foundation		13-Feb-13 A	19-Feb-13	13-Feb-13	18-Feb-13	13-Feb-13		2	▋┊╶╤╈┿┯	
	😑 A1050	Install Foundation Forms	Completed	13-Feb-13 A	14-Feb-13 A	13-Feb-13	14-Feb-13	13-Feb-13	14-Feb-13	0	3-Feb-13 A	-13A
	🚍 A1060	Install Slab Plumbing	Not Started	18-Feb-13	18-Feb-13	15-Feb-13	15-Feb-13			1	18-Feb-13   18-	Feb-13
	😑 A1070	Pour and Float Slab Concrete	Not Started	19-Feb-13	19-Feb-13	18-Feb-13	18-Feb-13			1	19-Feb-13 19	Feb-13
	EC00720-5.3	Structure		01-Mar-13	29-Mar-13	28-Feb-13	28-Mar-13			21		*
=	EC00720-5			01-Mar-13	14-Mar-13	28-Feb-13	13-Mar-13			10		· · · · · · · · · · · · · · · · · · ·
	😑 A1080	Erect Exterior Wall Frames	Not Started	01-Mar-13	08-Mar-13	28-Feb-13	07-Mar-13			6	01-Mar-13	▶ <b>───</b> 08-Mar-13
	😑 A1090	Erect Interior Stud Walls	Not Started	11-Mar-13	14-Mar-13	08-Mar-13	13-Mar-13			4	11-1	Mar-13 🚅 💻 14-Mar
	😑 A1100	Install OSB Exterior Cladding	Not Started	11-Mar-13	12-Mar-13	08-Mar-13	11-Mar-13			2	11-1	vlar-13 🗕 🧧 12-Mar-1
	EC00720-5	.3.2 Roof		11-Mar-13	15-Mar-13	08-Mar-13	14-Mar-13			5		
	😑 A1110	Install Trusses	Not Started	11-Mar-13	12-Mar-13	08-Mar-13	11-Mar-13			2	11-)	Mar 13 🕳 📮 12 Mar 1
	😑 A1120	Install Roof Sheeting	Not Started	13-Mar-13	13-Mar-13	12-Mar-13	12-Mar-13			1 🖕		13-Mai-13 🗸 🛯 13-Mar-

## **10 Lesson 10 - Publishing and Reporting**

#### 10.1 Exercise:

- 1. Open the **Gantt Chart** Layout in the **Activities** view and go to the **File | Print Preview** menu option.
- 2. Familiarize yourself with the tool bar in the **Print Preview** dialog.



3. In the **Print Preview** dialog, experiment with the **Page Layout** options to timescale settings to the **Project Earliest Start (PS)** and **Project Latest Finish (PF)** dates.

je Setup					
age	Margins	Header	Footer	Options	🖌 ок
Timescale Start:	17	-Sep-10			O Cancel
Timescale Finish:	09	-Nov-11			- Apply
Print					▶ Default
Activity Table		ß			
All Columns					(?) Help
Grid Lines					
Gantt Chart					
Profile					
🗖 Spreadsheet					
Trace Logic					
Page Settings					
📕 Break Page Ev	ery Group				

- 4. Now experiment with the **Activity Table**, **All Columns**, **Grid Lines** and **Gantt Chart** options to see their effect on the output.
- 5. Close the **Print Preview** dialog.
- 6. Locate and run the standard report named **RA-01 Resources Assignments, All Activities**. Run this report in the **Print Preview** window.

The result should appear as follows below:

User's Notes			RA-01 Resource Assi	grimer	its, All Activit	lies		
Resource Code	Resource	Name						
Project Code	WBS Code	Activity Code	Activity		Planned Units	Planned F Duration	Planned Start Pla	nned Finish
RaymondK	Raymond P	udlow						
TITAN II	TITAN II.2.2.1.1	SP1750	Installed		240	30	28-Aug-14	08-Oct-14
TITAN II	TITAN II.2.2.2	SP1160	Instruments		720	90	30-Mar-15	31-Jul-15
				Total	960			
BalajiS	Balaji Sing							
TITAN II	TITAN II.2.1	SP1050	Final Drawings Review		40	5	01-Oct-12	05-Oct-12
TITAN II	TITAN II.2.2.2	SP1220	Final Exterior Casing Assembly		280	35	08-Mar-16	25-Apr-16
				Total	320			
LaurenA	Lauren Ada	ams						
TITAN II	TITAN II.2.1	SP1040	Final Design Review		40	5	01-Oct-12	05-Oct-12
TITAN II	TITAN II.2.2.2	SP1150	Move to Clean Room		40	5	23-Mar-15	27-Mar-15
TITAN II	TITAN II.2.2.2	SP1170	Stereoscopic Cameras		536	67	30-Mar-15	30-Jun-15
TITAN II	TITAN II.2.4	SP1370	Final Inspections		160	20	07-Jun-17	04-Jul-17
TITAN II	TITAN II.2.6.2	SP1530	Vacuum Chamber		640	80	08-Jul-13	28-Oct-13
				Total	1416			
AlvinP	Alvin Price							
# Oracle Primav	era							
	0.0		Page	1 of 8				

7. Locate and run the report named **PR-01 Resources on Open Project**. Load this report into an **Excel Spreadsheet**.

The results should appear as shown in the following figure:

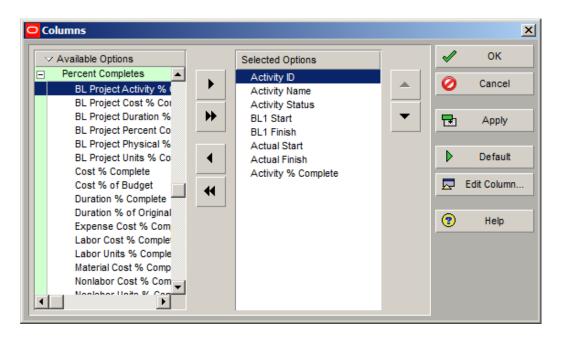
	А	В	С	D
1	PR-01 Resources on Open Projects			
2	Resource ID	Resource Name	Primary Role	Default Units / Time
З	RaymondK	Raymond Kudlow	Engineer	8/d
4	BalajiS	Balaji Sing	Engineer	8/d
5	LaurenA	Lauren Adams	Engineer	8/d
6	AlvinP	Alvin Price	Buyer	8/d
7	CarolD	Carol DeValio	Program Manager	8/d
8	FredW	Fred West	Project Manager	8/d
9	JasonP	Jason Pike	Scientist	8/d
10	MandyN	Mandy Neumann	Scientist	8/d
11	CherylH	Cheryl Harvey	Technician	8/d
12	EmmaJ	Emma Jones	Designer Draft	8/d
13	TomS	Thomas Sparks	Electrician	8/d
14	LarryC	Larry Clarke	Logistics Manager	8/d
15	PaulG	Paul Galloway	Machinist	8/d
16	SusanAP	Susan Alice-Parker	Software Engineer	8/d
17	LincolnR	Robert Lincoln	Engineer	8/d
18	Total	120/d		
19				

8. Create an activity status report using the **Report Wizard** with the following columns, grouping and filter option:

#### **Subject Area: Activities**



#### **Columns:**



#### Group and Sort:

Display Options					♥	/	ОК
Show Grand Tota					Q	) (	Cancel
					2	•	Apply
Group By					>	٤ - ۱	Delete
roup By	Indent	To Level	Group Interval	Font & Color			
VBS level 1		All		9 MS Sans Serif		3	<u>S</u> ort
WBS level 2				9 MS Sans Serif		• ·	
WBS level 3				9 MS Sans Serif		<del>ا</del> (	Default
WBS level 4				9 MS Sans Serif			
WBS level 5				9 MS Sans Serif		0	Help
WBS level 6				9 MS Sans Serif		-	
Group By Options							
Hide if empty			Show To	otals			
Sort grouping ba	nds alphabetic	allv	<none></none>				
Show :			1				
D / Code							

#### Filter:

Filter						
🗢 Display: Filte	r				1	ок
Display all rows	Parameter	ls	Value	High Value		
	(All of the following)	<b></b>			0	Cancel
Where	Activity Type	not equal to	Level of Effort			
						Apply
					÷	Add
					×	Delete
					ø	Cut
					E2	Сору
						Paste
					•	* +
•				Þ	•	Help

Report Title: Activity Status and Progress Report

×

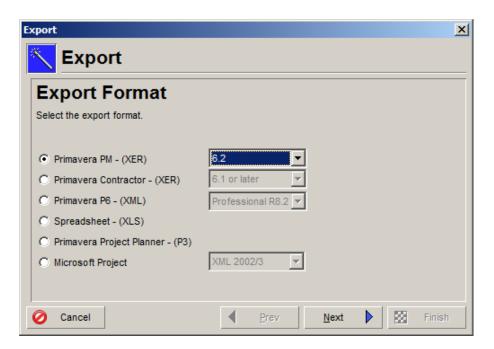
#### The final report should appear as follows:

Activity Status and Progress Report								
WBS Activity ID	Activity Name	Activity Status	BL1 Start		Actual	Actual	Activity %	
				Finish	Start	Finish	Complete	
EC00515 City Center	Office Building Addition							
EC00515.D&E Des	ign and Engineering							
EC1000	Design Building Addition	Complet ed	01-No v-10	20-Jan-11	01-No v-10	19-Jan-11	100%	
EC1010	Start Office Building Addition	Complet ed	01-No v-10		01-Nov-10		0%	
EC1030	Project Review and Approve Designs	Complet ed	17-Jan-11	15-Feb-11	17-Jan-11	17-Feb-11	100%	
EC1050	Assemble Technical Data for	Complet ed	01-Mar-11	10-Mar-11	16-Feb-11	25-Feb-11	100%	
EC1160	Heat Pump Review Technical Data on Heat Pumps	Complet ed	24-Feb-11	04-Apr-11	24-Feb-11	08-Apr-11	100%	
EC00515.Found Fe	oundation							
EC1090	Begin Building Construction	Complet ed	01-Mar-11		28-Feb-11		0%	
EC1100	Site Preparation	Complet ed	23-Feb-11	25-Apr-11	23-Feb-11	18-Apr-11	100%	
EC1230	Excavation	Not Started	02-May-11	08-Jun-11			0%	
EC1320	In stall Underground Water	Not Started	06-Jun-11	22-Jun-11			0%	
EC1330	In stall Underground Electric Conduit	Not Started	06-Jun-11	22-Jun-11			0%	
EC1340	Form / Rour Concrete Footings	Not Started	22-Jun-11	27-Jul-11			0%	
EC1350	Concrete Foundation Walls	Not Started	27-Jul-11	30-Aug-11			0%	
EC1360	Form and Pour Slab	Not Started	30-Aug-11	16-Sep-11			0%	
EC1370	Backfill and Compact Walls	Not Started	16-Sep-11	23-Sep-11			0%	
EC1380	Foundation Phase Complete	Not Started		23-Sep-11			0%	
EC00515.Structure	Structure							
EC1390	Erec t Structural Frame	Not Started	23-Sep-11	01-Dec-11			0%	
EC1410	Begin Structural Phase	Not Started	01-Dec-11				0%	
EC1420	Floor De okin g	Not Started	01-Dec-11	20-Jan-12			0%	
EC1430	Concrete First Floor	Not Started	20-Jan-12	12-Mar-12			0%	
© Oracle Corporation			Page 1 of	4				

## 11 Lesson 11 - Exporting and Importing Project Data

#### 11.1 Exercise:

- 1. Click on the File | Export menu option.
- Export your New Home Construction project to an XER file in P6 R6.2 format using the Export Wizard.





port			×
Ex	port		
Proje	cts To Ex	port	
The projec	ts listed below are o	pen and can be exported.	
Open Proje	ects		
Export	Project ID	Project Name	
	EC00720	New Home Construction	
<b>A</b>			
🥖 Canc	el	Prev Next 🕨 🔀	Finish

xport				×
K Export				
File Name				 
What is the name of the .xer file?				
File Name				
Primavera P6 Professiona/Data\New Hom	e Constructi	on.xer		
O Cancel	✓ Pr		Next	



Congratulations! You have just completed all the exercises for the Primavera P6 Fundamentals video training.

Now the real learning starts when you begin to us Primavera P6 Professional out in the real world. We hope you have found this video course helpful in getting you started with the world's leading high-power project scheduling systems.

From all of us here at Ten Six Consulting we wish you every success in the future. If we can be of further help to you in getting started with Primavera P6, please do not hesitate to contact us.

## www.tensixconsulting.com

Call: (703) 910-2600

# **File Import Instructions**

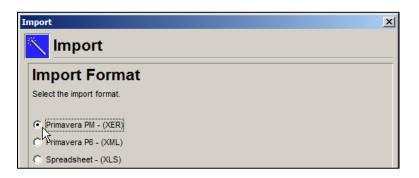
To save you time and some data entry, you can import the exercise data into your New Home Construction project using the .XER files provided with your Training Data Package. You can partially enter the exercise data to get some practice, but you don't have to input everything unless otherwise stated.

The following instructions show how to load these files into your current New Home Construction project.

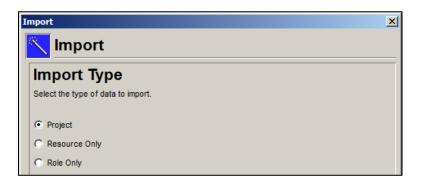
1. Go to the **File** menu and choose the **Import** option.



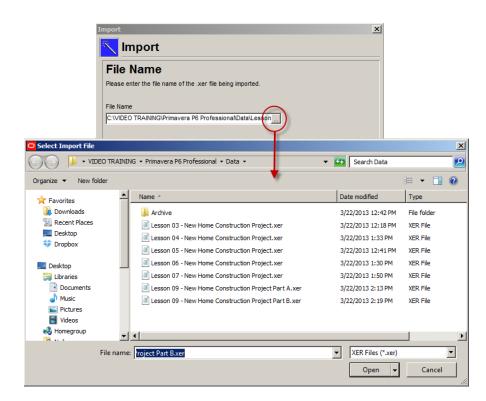
2. In the Import Format dialog, select Primavera PM – (XER).



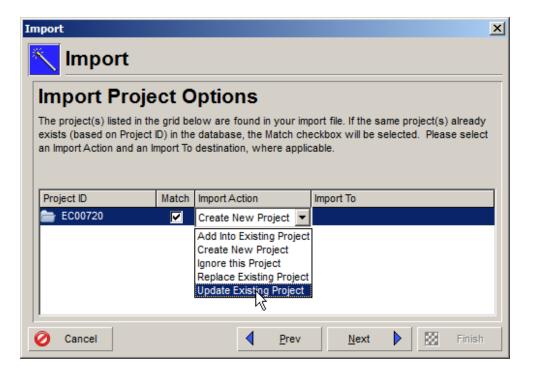
3. In the **Import Type** dialog, choose **Project**.



4. In the **File Name** dialog, click on the ellipse button of the **File Name** field and locate the training data file you wish to import.



5. In the **Import Project Options** dialog, select **Update Existing Project** from the **Import Actions** dropdown field.



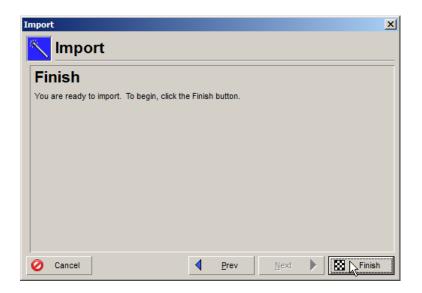
6. Now click in the **Import To** field and select the project to which to import the data.

I	mport				×
	🔨 Impo	rt			
	The project(s) lis exists (based on	n Project ID) in the	ptions low are found in your im database, the Match ch destination, where appli	eckbox will be se	
	Project ID	Match	Import Action	Import To	
	늘 EC00720		Update Existing Project		
✓ Display Search Project ID		Project Name New Home Con	Istruction	Total Activit	Finish
•				•	

7. In the **Update Project Options** dialog, click **Next** >.

Import		×
📉 In	nport	
Upda	ate Project Options	
take whe	nfigurations of update options may be saved and reused. These define the action to n imported data (e.g., resources, activities) conflict with existing data. Please choose rout configuration to use during the import. You may also Add, Remove or Modify a	
Use	Layout Name	
🝳 Yes	Default Configuration	
	Add Remove 💭 Modify	
🧭 Can	cel <u>Next</u> Finish	

8. In the Finish dialog, click Finish to import the updates to your New Home Construction project.



Your project will be updated with the data in the lesson XER file.