

Primavera P3 to P6 Conversion Service Guidelines

The following describes some guidelines for providing Ten Six Consulting with P3 backup files in order to convert your projects to Primavera P6. Please read these guidelines before exporting your P3 project(s).

1 Primavera Project Planner (P3) Project Overview

Some project settings can prevent the import of a P3 project to Primavera P6. Please verify the following settings prior to exporting your P3 Project.

1.1 Project Overview Dialog

Open the **Project Overview** dialog using the **File | Project Overview...** menu, and verify that the project falls within the following guidelines.

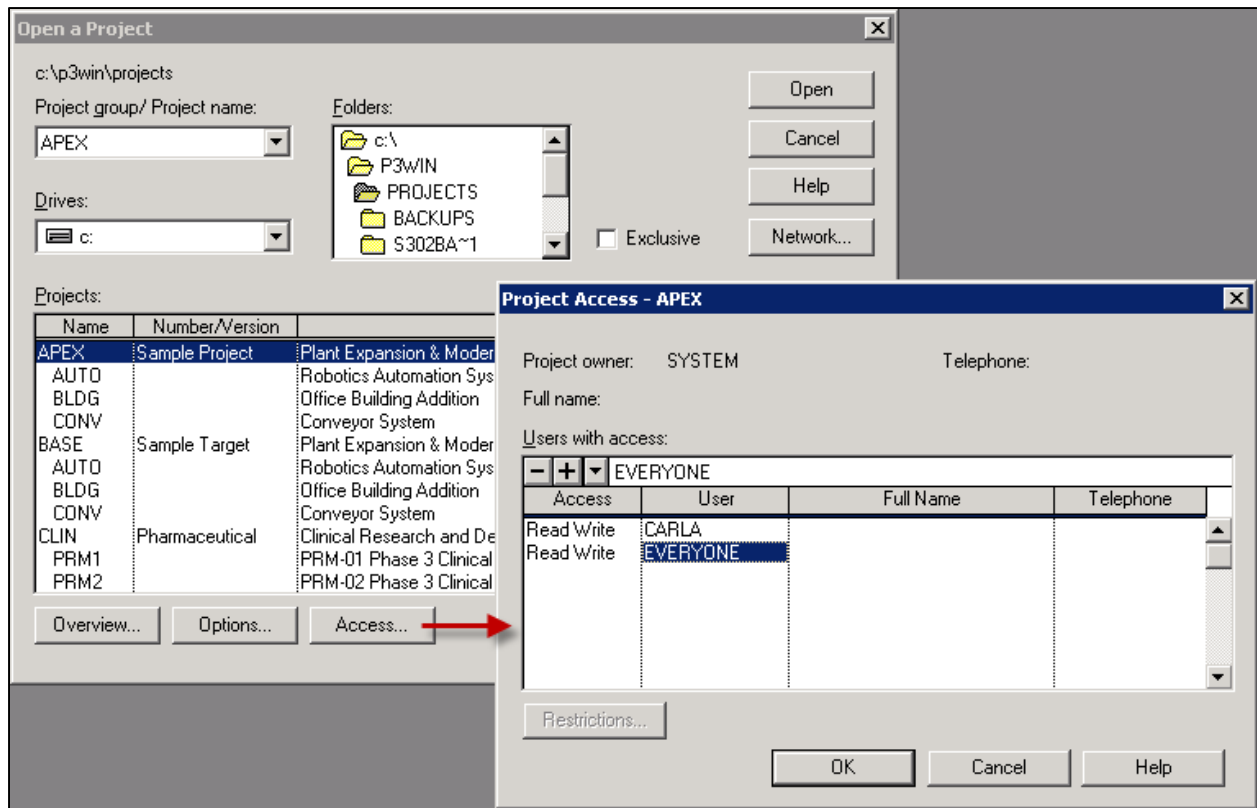
The screenshot shows the 'Project Overview' dialog box with the following settings:

- Project folder: c:\p3win\projects
- Project group/ Project name: APEX (circled in red with a '1' callout)
- Project ID: Number/Version: Sample Project
- Project title: Plant Expansion & Modernization
- Company name: Acme Motors
- Access: Read Write (circled in red with a '2' callout)
- Decimal places: 2
- Planning unit: Day
- Activity count: 134
- Project start: 19JUL99
- Project must finish by: (empty)
- Data date: 27SEP99
- Early finish: 23FEB01

1 – The **Project name**: value should contain alphanumeric ASCII characters only, i.e. A – Z and 0 – 9. The project name should not contain any special characters such as #, \$, -, %, &. If it does, create a copy of the project and rename it so that only letters and numbers are used in the name.

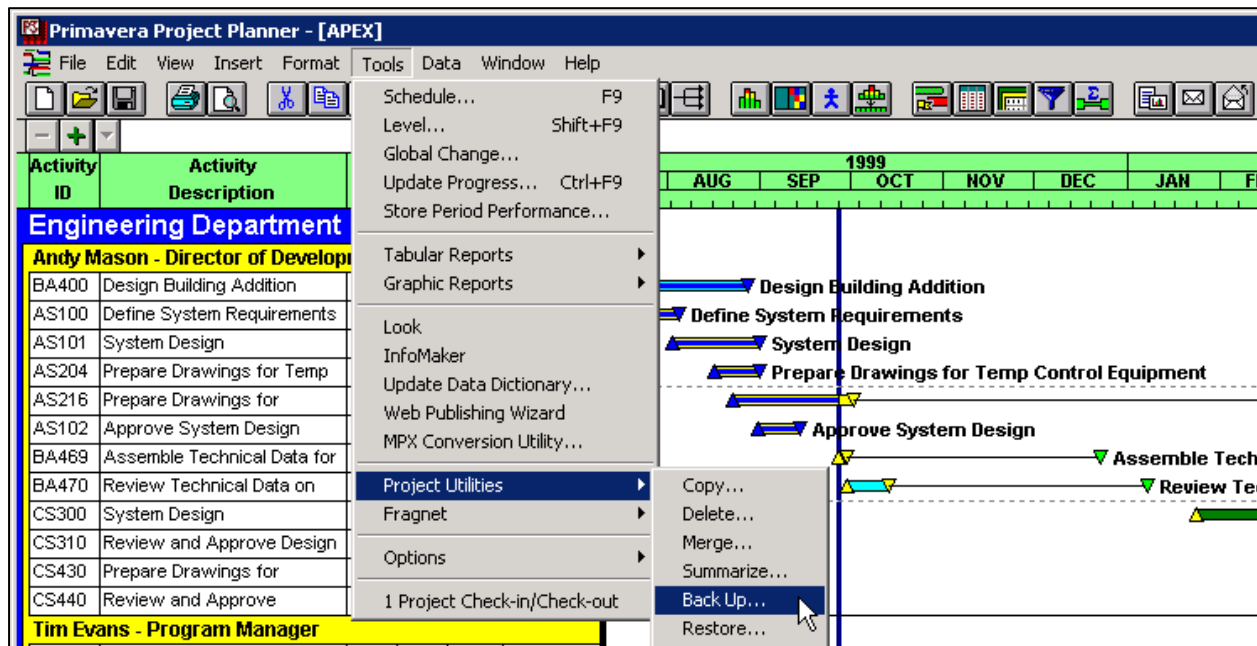
2 – The **Access**: value should be **Read Write**. If this is **Read Only** or **Restricted**, please reopen the project in P3 and use the **Access...** button to change the access for all users to **Read Write**.

Primavera P3 to P6 Conversion Service Guidelines



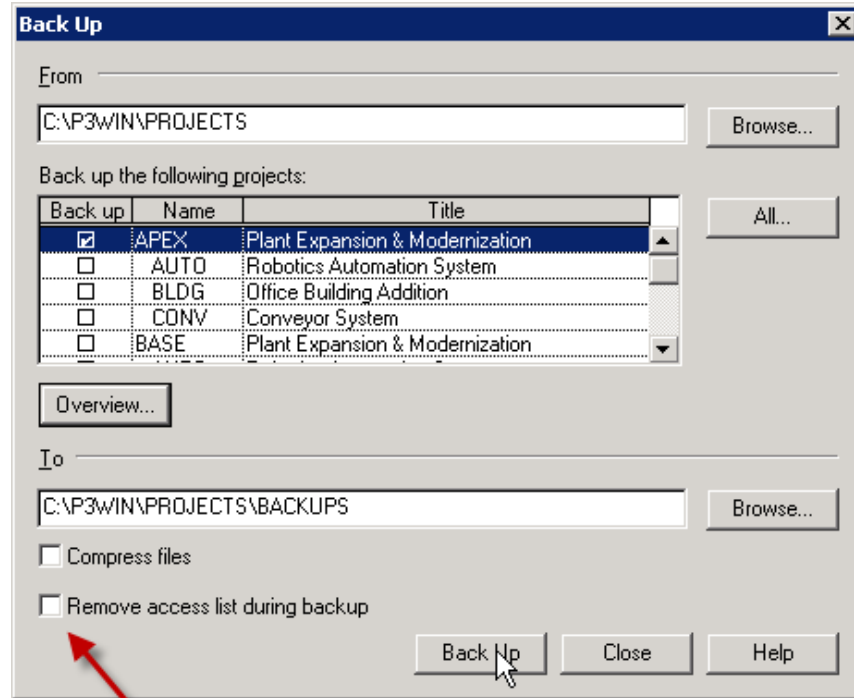
1.2 Exporting the P3 Project Using Backup

Use the **Tools | Project Utilities | Back Up...** menu option to open the **Backup** dialog.



In the **Back Up** dialog, select the P3 project to back up making sure that the **“Remove access list during backup”** is NOT selected.

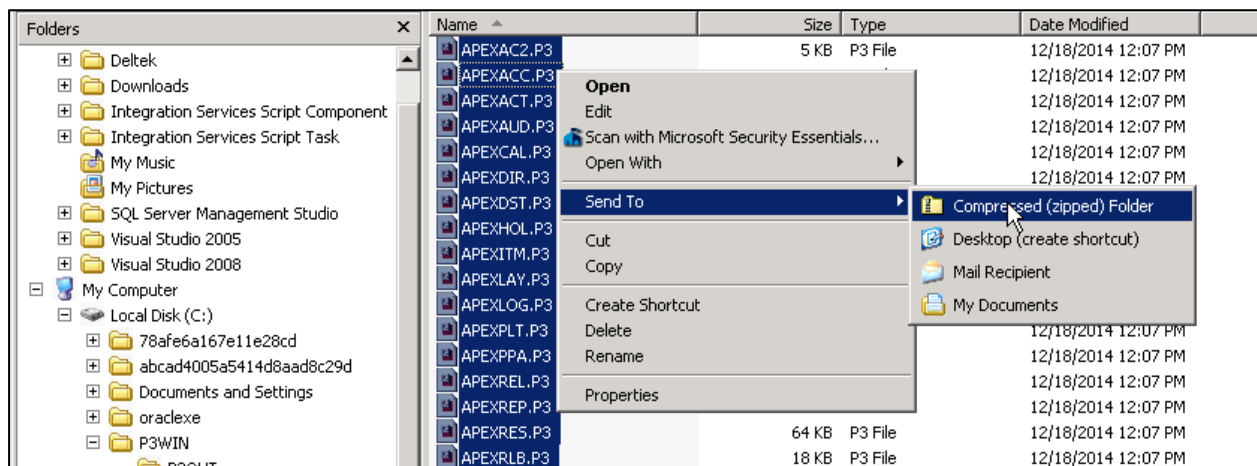
Primavera P3 to P6 Conversion Service Guidelines



This should NOT be checked

Note: if the backup is performed with the “Remove access list during backup” option checked, the project will be backed up as a single-user project and will likely not load into P6 Professional.

When the backup is complete, open the Windows file explorer. Locate and select **all** the P3 project’s backup *.P3 files and send them to a **Compressed (zipped) Folder**.



The resulting zipped *.P3 files should then be sent to Ten Six Consulting for conversion to a Primavera P6 *.XER project format.

Name	Size	Type	Date Modified
APEX.zip	224 KB	Compressed (zippe...	12/18/2014 12:22 PM