Welcome to the Eastwood Harris Pty Ltd Primavera P6 Version 7 TRICKS AND TRAPS PRESENTATION

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Purpose of the Presentation

- To demonstrate the P6 Version 7 bars functions, and
- To suggest some solutions for bar formatting issues.





Topics

TRICKY P6 FUNCTIONS

- Float on a Completed Activities
- Relationships on a Baseline Bar
- How to Create a Summary Bar
- Negative Float on a Complete Activity
- Why is Negative Float showing when it should not
- Summary Duration Calculations
- Baseline Bar showing when no baseline is set

TECHNIQUES

- Bars without Successors are critical
- Multiple Project Float Calculation
- Start or End Float
- Activity Durations with Resources



FLOAT ON A COMPLETED ACTIVIT

 By default a Total Float bar is displayed on a completed task, but the Float value is set to "Null", this is not logical:

Activity ID	Activity	Start	Finish	Total		Se	ptem	ber 2	2014		Octo	ber 2	2014		Nov	emb	er 20	14	De	3
	Name			Float	25	01	<mark>08</mark>	15	22	29	06	13	20	27	03	10	17	24	01	
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A										9				1			2
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d				└┲╾									1			A.
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d										L#			1			



FLOAT ON A COMPLETED ACTIVIT

 To remove this set the filter on the Float Bar in the in the Bars form to be Not Started or In Progress:

Display	Name	Timescale	User Start Date	User Finish Date	Filter	Preview
	Float Bar	Float Bar			Not Started or In Progress	

Filters					
All Activities Show ac	tivities that matcl	n		√	ок
⊂ All se	selected filters			0	Cancel
Filter	∇	Select	_		
The Progress					Apply
The vel of Effort					
The Longest Path					New
Milestone				\times	Delete
Vegative Float				<u> </u>	Delete
Wew Feedback to Review				e <mark>e</mark>	Сору
Von What-If				-	
Von-critical				-8	Paste
Vormal					
What Started			Ŧ		Modify
When applying the selected filter(s):					
					Make Global
Replace activities shown in current layout	ut			_	
C Highlight activities in current layout which	h match criteria			Co	oy As Layout



FLOAT ON A COMPLETED ACTIVITY

Activity ID	Activity	Start	Finish	Total		Se	ptem	ber 2	2014		Octo	ber :	2014		Nov	emb	er 20	14	De
	Name			Float	25	01	08	15	22	29	06	13	20	27	03	10	17	24	01
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A				1								1				
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d				└┲╾			I I I		1			1	1		
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d			1 1 1				 	1 1 1	1 1 1	╎		1	1		



RELATIONSHIPS ON A BASELINE BAR

 To remove relationships on the Baseline bar, move in to the Baseline bars to the bottom of the Bars form:

															1	11	1/	1	
Activity ID	Activity	Start	Finish	Total		Se	ptem	ber 2	2014		Octo	ber	2014		Nov	emb	er 20	14	
	Name			Float	25	01	08	15	22	29	06	13	20	27	03	10	17	24	
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A			Ļ						1			1				
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d		╎╻									1	1	1 1 1 1	1	1
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d			╘╻				1 1 1	1 1 1	1			1	1		
Activity ID	Activity	Start	Finish	Total		Se	pterr	nber :	2014		Oct	ober	2014	ł	No	vemb	er 20	014	
	Name			Float	25	01	80	15	22	29	06	13	20	27	03	10	17	24	
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A				1	[-	1			1		1	1	A Contraction
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d				: Lp	-					-					A
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d						I I I	 	1					 		770
																	_		X

HOW DO YOU CREATE A SUMMARY BAR

 To create a new summary bar you will see that you can not select **Summary** from the filter drop down box:

Display	Name	Timescale	User Start Date	User Finish Date	Filter	Preview	-
V	Summary	Current Bar			Summary	•	



HOW DO YOU CREATE A SUMMAR BAR

 Open to the Bars form, Bar Settings tab and select Show bar for grouping bands:

Bars									×
Display	Name	Timescale	User Start Date	User Finish Date	Filter	Preview	•		ок
	Summary	Current Bar			Summary		T	-	
V	Neg Float Bar	Neg Float Bar			Negative Float	4	-	0	Cancel
	Baseline Mileston	Project Baseline B			Milestone	♦	♦		
	Planned Dates	Plan Bar			AllActivities				Apply
	Late Bar	Late Bar			AllActivities				
	Float Bar	Float Bar			Not Started or In Pro				Add
\checkmark	Primary Baseline	Project Baseline B			Normal			×	Delete
								• `	
•							•	₿ <mark>8</mark>	Copy From
	Bar Style		Bar Setting	js	Bar Lat	bels			Shift up
Grou	ping Band Settin	igs						•	Shift down
□ s	how bar when col	lapsed							
▼ S	how bar for group	ing bands							Options
Barl	lecking Settings	3							Default
	alendar nonwork ti	me					-1		
	ctivity nonwork int	ervals						۲	нер

NEGATIVE FLOAT IS SHOWING WHEN IT SOULD NOT

• Why do I have one day Negative Float:

Activity ID	Activity	Start	Finish	Total			Se	ptem	ber	2014		0	ctob	er 2	2014		Nov	/emb	ber 20	014	
	Name			Float		25	01	08	15	22	29	0	6 1	13	20	27	03	10	17	24	
A1010	Activity A	29-Aug-14 A	30-Sep-14 A					1			-				1		-	1	-	-	
A1020	Activity B	22-Sep-14 A	31-0ct-14	-1d	œ				L,			1	ľ			đ		1			10
A1030	Activity C	03-Nov-14	27-Nov-14*	-1d	÷							 			 	ŀ				<u>a</u>	
•				Þ		•	1														
Status																					5
÷	,	Activity A1030			Act	ivity	С	_	_		_	_	_	_	_	_	_	_		_	-
Duration	n			Sta	tus																
Origina	al		19d		Sta	rted				03-1	Nov-	14		_					Durat	tion %	6
Actual			0d		Fini	shed	I			27-1	Nov-	14							Susp	end	
Remain	ning		19d	Ex	p Fin	ish					_	_	_	_	_	_			Resu	me	100
At Con	nplete		19d							-											1
		,		Cor	stra	ints															
Total FI	loat		-1d	Pri	mary					Fini	sh O	n o	or Be	efor	re			-	Seco	ndaŋ	1
Free Fl	loat		0d	Da	te					27-1	Nov-	14							Date		-

NEGATIVE FLOAT SHOULD NOT BE SHOWING

 Always show the time when scheduling as P6 does not have a default start or finish time and often selects 00:00 as the time when setting actuals or constraints:

Activity ID	Activity	Start	Finish	Total			Se	pten	nber	2014	4	Oct	ober	201	4	N	ove	mbe	r 20	14
	Name			Float		25	01	08	15	j 22	29	06	13	20) 27	7 0	3 1	10	17	24
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A					1	E		-								-	1
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	-1d					L	-					1					
A1030	Activity C	03-Nov-14 08	27-Nov-14 17*	-1d	÷			1							1	†∎	-			ď
•				Þ		•														
Status																				
	,	Activity A1030			Ac	tivity	С		_					_		_	_	_	_	
Duratio	n			Sta	atus															
Origina	al		19d		Sta	rted				03	-Nov	-14 0	8					Du	uratio	on %
Actual			0d		Fin	ished	I			27	-Nov	-14 1	7	_				Su	Ispe	nd
Remain	ning		19d	Ex	p Fir	ish								_				Re	esun	ne
At Con	nplete		19d																	
		,		Co	nstra	ints														
Total F	loat		-1d	Pr	imary	/				Fi	nish (On or	Befo	re			•	Se	econ	dary
Free F	loat		0d	Da	ite					27	-Nov	-14 0	0					Da	ate	



A GAP BETWEEN THE DATA DATE AND ACTIVITY BAR



- When an activity is complete the Early Start and Early Finish are set to the Data Date, 12 Oct at midnight, NOT to the Actual Start as in many other products,
- When an activity is in progress the Early Start is set to the Activity calendar Start Date and Time NOT to the Actual Start as in many other products.
- To prevent this stet the Data Date to the Activity Calendar Start Date:

														and the second second	10000	5 M	
Activity _	Activity	Early Start	Early Finish		S	eptem	ber 20)14		Oct	ober 2	014		No	vembe	er 201	
ID `	Name			25	01	<mark>08</mark>	15	22	29	06	13	20	27	03	10	17	X
A1010	Activity A	12-0ct-14 00	12-0ct-14 00			1	1										A
A1020	Activity B	13-0ct-14 08	24-0ct-14 17			- - - - -	I I		-								X
A1030	Activity C	27-0ct-14 08	21-Nov-14 17												1		N
						1	1	1			1		· .		No.		

HOW DO SUMMARY DURATIONS CALCULATE

What Bars are these?





Database Default Calendar, WBS and Project Durations – Version 6.2 & Earlie

- The durations of all bands such as Project, WBS, and Resources are calculated from:
 - The Database **Default Calendar** and
 - The Hours/Day setting in the Edit, User Preferences..., Time Units tab.
- The following picture show the duration of the workshop used in this publication set at firstly 5 days per week, 8 hours per day and a duration of 35 days with an Hours/Day setting of 8 hours.

Project ID	At Completion	er 2	009		Dece	mber	2009		յն	anuary	72010]	F	ebrua
×.	Duration	15	22	29	06	13	20	27	03	10	17	24	31	07
■ 📣 BIDS	35	07	'Dec-0	19 A	V							▼ 25-	Jan-1	0
⊟ 🗇 OzBuild	35	07	'Dec-O	A PI	V							▼ 25-	Jan-1	0
👰 REF101206	35		07-Dec	:-09								22-Ja	ah-10	

Database Default Calendar, WBS and Project Durations – Version 6.2 & Earlie

 Now with the Default Calendar changed to a 7 day/week 24 hour per day the duration of 139 days is clearly misleading,

Project ID	At Completion	er 20	009		Dece	mber	2009		نل	anuary	7 2010)	F	ebrua
×.	Duration	15	22	29	06	13	20	27	03	10	17	24	31	07
■ 🔶 BIDS	147d	07	Dec-0	9A	V				-			▼ 25-	Jan-1	Ō
<mark>⊡ </mark>	147d	07	·Dec·0	9 A -	V							▼ 25-	Jan-1	0
🖓 REF101206	139d		07-Dec	:-09								22-Ja	an-10	

 The duration of the Project Summary WBS Nodes are also clearly misleading, the Research Node is not 31 days long.

Æ	ctiv	ity ID	Activity Name	Original Duration	^	SN	Dec 06 / T W T F S	Dec 13 S M T W T F S
F		REF10120	6 Bid for Faciliity Exte	139d	_	T		
	-	REF1012	06.1 Research	31d				
		0Z1000	Bid Request Documents Received	DO			•	
		0Z1010	Bid Strategy Developed	1d]	
		0Z1020	Technical Feasibility Study	8d				

Database Default Calendar, WBS and Project Durations – Version 6.2 & Earlier

- There are some issues that need to be carefully considered when planning and controlling multiple projects with different calendars in one database when the correct durations in days are important,
- Primavera performs best when the all calendars in all the projects are set with the same hours per day,
- If this is not possible you may consider:
 - Showing durations in hours only,
 - Creating a separate database for projects that require a different hours per day,
 - Not displaying the durations against Project nodes, WBS nodes and any other summary nodes by not checking the Show Group Totals in the Group and Sort form,
 - Create a global change to put the correct duration in a text field.

Calculation of Activity Duration in Days – Version 7

- In earlier version of P6 the calculation of the durations in hours for all calendars was set either by the Administrator in Admin, Admin Preferences..., Time Periods tab or by the User in the Edit, User Preferences..., Time Units tab.
- Primavera Version 7 has removed these two options above and has created of a new calendar function for each titled Hours per Time Period:

Specify the number of work hours for each time period. Hours/Day Hours/Week Hours/Month Hours/Year 2000.0 OK OK OK 	1	Hours per Time	Period					
Hours/Day Hours/Week Hours/Month Hours/Year 8.0 40.0 172.0 2000.0 Help		Specify the num	ber of work hou	s for each time	period.	~	ОК	
(?) Help		Hours/Day	Hours/Week	Hours/Month	Hours/Year	0	Cancel	
			10.0	112.0		?	Help	



Calculation of Activity Duration in Days – Version 7

 The picture below has the Project Default calendar set as the 8hr/d & 5d/w and the picture shows that when the calendars are different then the Project Default calendar is used to calculate the summary duration for WBS Nodes, Projects etc:

Act	ivity ID	Calendar	Original				0)ec 06						ĺ	Dec 13	l.	
	Y		Duration	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat
-	Calendars Durations		10d														Ŧ
E	Calendars = Project Default	8hr/d & 5d/w	10d		-											-	
	A1030	8hr/d & 5d/w	10d		⊫											-	
	A1040	8hr/d & 5d/w	7d		⊫								-				
	A1050	8hr/d & 5d/w	5d		┏				-								
E	Calendars all different		10d	•													Ŧ
	A1060	7 x 24hr. Days	12d														
	A1070	8hr/d & 7d/w	12d													-	
	A1080	8hr/d & 5d/w	10d		┏											-	
E	Calendars NOT = Project Default	7 x 24hr. Days	12d	1													Ŧ
	A1090	7 x 24hr. Days	12d														
	A1100	7 x 24hr. Days	5d							1							
	A1110	7 x 24hr. Days	8d														
		i												V	1	6	-

A BASELINE BAR IS DISPLAYED WHEN NO BASELINE SET

This issue is due to the planned dates





Planned Dates

- The Planned Dates are very complex and their calculation method is outlined in the book, in summary:
- When an activity is Complete or In-progress the match the status of the schedule before the last update,
- When an activity has Not Started they match the Early Start and Early Finish.

Name Start Finish 25 01 08 15 22 29 06 13 20 27 03 10 17 24 Date field example A1000 A 01-Nov-10 26-Nov-10 Image: Constraint of the start of the sta	Ac	tivity ID 🚊	Activity	Planned	Planned		No	oveml	ber 2	010	[Decei	mber	2010	וו	Ja	nuar	y 201	1	
A1000 A 01-Nov-10 26-Nov-10 A1010 B 29-Nov-10 24-Dec-10 A1020 C 31-Dec-10 27-Jan-11		×.	Name	Start	Finish	25	01	08	15	22	29	06	13	20	27	03	10	17	24	
A1000 A 01-Nov-10 26-Nov-10 A1010 B 29-Nov-10 24-Dec-10 A1020 C 31-Dec-10 27-Jan-11	-	Date fie	ld exa	mple			•	1	1	1		1		1		1	1	1		
A1010 B 29-Nov-10 24-Dec-10		A1000	А	01-Nov-10	26-Nov-10						-	 		1		1	1	1	1	All a
A1020 C 31-Dec-10 27-Jan-11		A1010	В	29-Nov-10	24-Dec-10				-										1	
		A1020	С	31-Dec-10	27-Jan-11			1	1					 - ! !	┝╍┢					NI

Planned Dates Issues



- The Planned Dates are dates that most schedulers would not want displayed,
- These dates are displayed as the Project Baseline bars and Primary User Baseline bars when no baseline has been assigned,
- You must be sure that all users set their Primary User Baseline baselines before they display the bars.

Act	ivity ID 🔄	Activity	Planned	Planned		No	oveml	ber 2	010] [Decer	πber	2010)	Jai	nuary	y 201	1
	Y	Name	Start	Finish	25	01	08	15	22	29	06	13	20	27	03	10	17	24
-	Date fiel	d exa	nple			•	1	1	1		1				1	1	1	
	A1000	A	01-Nov-10	26-Nov-10											1	1	1	1
	A1010	В	29-Nov-10	24-Dec-10			1	1							1	1	1	
	A1020	С	31-Dec-10	27-Jan-11			1	1	1		1			╘╼┢	-		-	

BARS WITHOUT SUCCESSORS ARE CRITICAL

 This is useful if you have not complete a schedule and need to present it but do not want to show all the long float bars when the schedule has not had all the successors added:

Total Float				Oc	:t 1	2					O	:t 1	9					Ōđ	:t 2	6					No) V (02		
	; S	M	T	W	Τ	F	S	S	М	Τ	W	Т	F	S	S	Μ	Т	W	Т	F	S	S	Μ	Τ	W	Τ	F	S	S
0																													
0																													

Scheduling Options – Make Open Ends Critical

Schedule Options		X
General Advanced		Close
Ignore relationships to and from other projects	0	Cancel
Make open-ended activities critical		
Use Expected Finish Dates		Default
Schedule automatically when a change affects dates	?	Help
Level resources during scheduling		
Recalculate assignment costs after scheduling		
When scheduling progressed activities use		
Retained Logic C Progress Override C Actual Dates		
Calculate start-to-start lag from		
Early Start C Actual Start		
Define critical activities as		
Total Float less than or equal to		
0		
C Longest Path		
Calculate float based on finish date of		
Each project C Opened projects		
Compute Total Float as		
Start Float = Late Start - Early Start		
Calendar for scheduling Relationship Lag		
Successor Activity Calendar		

Bar Refaeli



Make Open-ended Activities Critica

- Activities without a successor as displayed as critical when they have float, this option makes the Late Dates equal the Early Dates when an activity has no successor.
- Open-ends Not Critical:



• Open-ends Critical:





Calculate float based on finish date of

New to Primavera Version 6.2:

- Each project
- Opened projects





Start or Finish Float

WBS Summary

Task Dependent

Task Dependent

A1000

A1005

A1010

Compute Total Float as

There are three options for this calculation:

Start Float = Late Start – Early Start

Finish	Float	= L	ate	Finish	 Early	Finish
1 11 11 51 1	illout		-uic	1 11 11 51 1	Larry	1 11 11 51 1

-	Start or	Finish Float	
	A1000	WBS Summary	3d
	A1005	Task Dependent	10d
	A1010	Task Dependent	3d

10d

10d

3d

- Smallest of Start Float and Finish Float
- Note: It can be seen from the pictures above that the Total Float bar only displays the Finish Float.



Drive activity dates by default

- When this option is switched OFF it is possible for a resource to calculate outside the activity duration,
- When it is switched **ON** the resource durations are linked to the activity duration:

Activity ID	Activity Type	Original	Start	Finish	^			Jan	131					Fel	b 07	7					Feb	14			
		Duration				S	М	τV	∧ 1	Г Fr	i S	s	М	τŀ	W	ΤF	ri	s s	S N	1 1	· W	/ т	Fr	i S	
Drive A	ctivity Dates	20d	01-Feb-10	26-Feb-10		-						1													
A1000	Resource Dependent	10d	01-Feb-10	12-Feb-10													L		1						
A1010	Resource Dependent	10d	15-Feb-10	26-Feb-10	~														╘╺╾┫						٩
				>		<)															
Activity ID	Activity Type	Original	Start	Finish				Jan	31					Fel	o 07	7					Feb	14			
		Duration				S	М	ΤV	∿ 1	Г Fr	i S	S	М	T	W	ΤF	ri	S S	S N	1 1	· W	/ т	Fr	i S	
Drive A	ctivity Dates	20d	01-Feb-10	26-Feb-10			8	8	8	8 8	3		8	8	8	8	8			8	8 8	3 8	8 8	8	
A1000	Resource Dependent	10d	01-Feb-10	12-Feb-10			8	8	8	8 8	3		8	8	8	8	8								
A1010	Resource Dependent	10d	15-Feb-10	26-Feb-10																8	8 8	3 8	B 8	3	

Resources								
▲ ▼	Activity A1000	•	lew Activity					Ρ
Resource	ID Name	Drive Activity Dates	Remaining Duration	Remaining Units / Time	Start	Finish	Calendar	
PEH.Pa	aul E Harris		10d	8/d	01-Feb-10	12-Feb-10	Standard	

Activity Durations

- An Activity Duration is adopted from the longest Resource Duration,
- When more than one Resource has been assigned to an activity with different Units and/or Units/Time, the Resources many have different durations,
- In the following example the Activity Duration is 10 days, which is calculated from David William's Resource Original Duration of 10 days:

Activity ID	∇ Activity Name		Original Dur	ation 🔼 🛄	Oct 13 Je WeiThri Fri Sat Sun 1
A1050	Duartion Type - Fixed	l Units			
<					
General Reso	urces Status				
Ac	tivity A1050	Duartion Type	e - Fixed Units		
Role ID	Resource ID Name	Original Lag	Original Duration	Remaining Units	Remaining Units / Time
🔒 Oz.SE	ARL.Angela Lowe	Dd	5d	40.00h	100%
🐣 Oz.BM	DTW.David Williams	Od	10d	40.00h	50%
🔒 Oz.CS	MAY.Melinda Young	Od	5d	40.00h	100%



Resource Lag

- A Resource may be assigned a Lag, the duration from the start of the activity to the point at which the Resource commences work,
- In the following example the Activity Duration is 12 days, which is calculated from Angela Lowe's Resource Original Lag of 7 days and Resource Original Duration of 5 days:

A	ctivity ID	∇ Activity Name		Original Du	ration 🔼 🔄 un M	0 orTue Wei	lct 13 Thr Fri Sat Sun	R	
	A1050	A1050 Duartion Type - Fixed Units 12d							
<					> <				
	General Reso	ources Status							
	▲ Ac	tivity A1050	Duartion Type	e - Fixed Units					
	Role ID	Resource ID Name	Original Lag	Original Duration	Remaining l	Jnits Rema	aining Units / Time		
	🔒 Oz.SE	ARL.Angela Lowe	7d	5d	40	.00h	100%	30	
	8 Oz.BM	DTW.David Williams	DO	10d	40	.00h	50%		
	🔒 Oz.CS	MAY.Melinda Young	Od	5d	40	.00h	100%		

Best Bars

COST MANAGEMENT USING WBS ACTIVITIES AND EXPENSES

- P6 was developed without the ability to catch and collect costs at WBS Node,
- Many software packages do collect costs at WBS Node which includes SAP,
- This section will outline how one can use WBS Activities and Expenses to manage costs collected by another system and imported into P6.

Set Up the User Definable Fields

In order to import cost at WBS Node I suggest:

- Create a WBS Activity in WBS Node to manage costs.
- Assign Costs to Expenses, then you will not run into issues such as the Cost zeroing out when the Remaining Duration equals Zero as may happen with resources.
- P6 Expenses only have Budget, Actual, Remaining and At Completion cost fields.
- Costs have a number of elements, including Budget, Committed, Received, Quality Checked, Invoices, Outstanding Commitment against contracts and orders, Unallocated WBS funds (Remaining Contingency).

Set Up the User Definable Fields continued....

To manage these cost fields:

- Set up Expense User Definable Fields to import the costs into.
- Costs in the Expense User Definable Fields may then be Global Changed into the appropriate Expense field for reporting and comparing to the Baseline.
- Set up Activity User Definable Fields to import the costs into to display the costs in columns as Expense User Definable Fields may not be displayed in Gant chart columns.
- Both the Expense User Definable Fields and the Activity User Definable Fields are identical and the costs end up in three places, Expense Costs, Expense User Definable Fields and

Set Up the User Definable Fields continued....

All the following fields contain the same costs:

- Expense User Definable Fields which hold all the different types of costs and are used to import costs into.
- Expense Costs fields which are populated by a Global Change from the Expense User Definable Fields
- Activity User Definable Fields allowing costs to be show in Gantt Chart Columns.

Set Up the User Definable Fields continued....

- Set up User Definable Fields as per below,
- The Activity and Expense are identical,
- The "PO" prefix keeps the order in the database and keeps the fields together.

User Defined Fields				Close	User Defined Fields				
Activities	-				User Defined Fields				Close
Activities				Add					
vz Diaplay: Upor Dafinad Fielda			×	Delet	Project Expenses	•		Ľ	Add
Title	∇ Data Type	∇ Data Type ▲					-6	x	Delete
PO-01 Original Budget	Cost	-	2	Help	Title	⊽ Data Tvne			
PO-02 Current Budget	Cost				PO-01 Original Budget	Text	- 1	?	Help
PO-03 Original Commitment	Cost	_			PO-02 Current Budget	Text		Ŭ.,	
PO-04 Current Commitment	Cost				PO-03 Original Commitment	Cost			
PO-05 Delivered	Cost				PO-04 Current Commitment	Cost	-		
PO-06 Quality Checked	Cost				PO-05 Delivered	Cost	-		
PO-07 Invoiced	Cost				PO-06 Quality Checked	Cost	-		
PO-08 Accrewed	Cost				PO-07 Invoiced	Cost	1		
PO-09 Outstanding Commitment	Cost				PO-08 Accrewed	Cost	-		
PO-10 Unalocated Funds	Cost	-			PO-09 Outstanding Commitment	Cost			
< 🔲	1	•			PO 10 Unallocated funds	Cost			

Set Up the User Definable Fields continued....

All the following fields contain the same costs:

- Expense User Definable Fields which hold all the different types of costs and are used to import costs into.
- Expense Costs fields which are populated by a Global Change from the Expense User Definable Fields
- Activity User Definable Fields allowing costs to be show in Gantt Chart Columns.

Assign Expenses

- Assign Expenses against the WBS Activities with their Budget and At Completion Costs,
- Baseline the project,
- Update the Activities.

Activ	ity ID _	Orig	BL Project	Actual	Remaining	At Completion		tr 1,	, 20	14	Q	tr 2, 2	014	Qt	r 3, 20	14	Qtr	
	Ň	Dur	Expense Cost	Expense	Expense Cost	Expense Cost	Jar	I F	eb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
-	WBS Sumr	185d	A\$600.00	A\$198.31	A\$401.69	A\$600.00												
	WBS 1	86d	A\$100.00	A\$100.00	A\$0.00	A\$100.00							7					
	WBS-1	86d	A\$100.00	A\$100.00	A\$0.00	A\$100.00												
	XX1010	0d	A\$0.00	A\$0.00	A\$0.00	A\$0.00		8										
	XX1020	25d	A\$0.00	A\$0.00	A\$0.00	A\$0.00		t i	-									
	XX1030	21d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												
	XX1040	22d	A\$0.00	A\$0.00	A\$0.00	A\$0.00				4								
	XX1050	18d	A\$0.00	A\$0.00	A\$0.00	A\$0.00						-						a Car
	WBS 2	59d	A\$200.00	A\$98.31	A\$101.69	A\$200.00												B
	WBS-2	59d	A\$200.00	A\$98.31	A\$101.69	A\$200.00												S. T.
	××1070	23d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												
	XX1080	16d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												1
	XX1090	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												
	WBS 3	40d	A\$300.00	A\$0.00	A\$300.00	A\$300.00												1
	WBS-3	40d	A\$300.00	A\$0.00	A\$300.00	A\$300.00												
	XX1110	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												
	XX1120	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00												
	XX1130	Od	A\$0.00	A\$0.00	A\$0.00	A\$0.00											*	PIN STO
								1111	1.1			11.11			E 1 1 1	11111	1	CARGO .

Export the UDS Fields to Excel

- Export the Activity and Expense UDF Fields to Excel to be populated and import, create a template as per below,
- Filter just on WBS Activities:

Template Name WBS Expenses Subject Area Activities Numns Filter Sort Selected Options Activity Codes - Global Activity ID Activity Steps Activity Status Costs WBS Code Dates PO-01 Original Budget Durations PO-03 Original Commiting			Cancel Add Delete Copy
Subject Area Activities Iumns Filter Sort ✓ Available Options Selected Options Activity Codes - Global Activity ID Activity Steps Activity Status Costs WBS Code Dates PO-01 Original Budget Durations PO-03 Original Commit			Add Delete Copy
Filter Sort Available Options Selected Options Activity Codes - Global Activity ID Activity Steps Activity Status Costs WBS Code Dates PO-01 Original Budget Durations PO-02 Current Budget Earned Value PO-03 Original Commit			Add Delete Copy
 Available Options Activity Codes - Global Activity Steps Costs Dates Durations Earned Value Selected Options Activity ID Activity Status WBS Code PO-01 Original Budget PO-03 Original Commitming 			Delete Copy
Activity Codes - Global Activity ID Activity Steps Activity Status Costs WBS Code Durations PO-01 Original Budget Earned Value PO-03 Original Commitmediate			Сору
Activity Steps Activity Status Costs WBS Code Dates PO-01 Original Budget Durations PO-02 Current Budget Earned Value PO-03 Original Commitmed			
Dates PO-01 Original Budget Durations PO-02 Current Budget Earned Value PO-03 Original Commitmed		il 💼 🛛	Paste
Earned Value PO-03 Original Commitm	•		1 4515
	nent		Modify
Financial Period Value General PO-04 Current Commitr PO-05 Delivered	ient	►	Default
Lists PO-06 Quality Checked			
Multiple Float Paths PO-07 Invoiced		2	Help
Number of Activities PO-08 Accrewed	mitmont		
Percent Completes PO-09 Outstanding Con	amiumeni. Io		
Multiple Float Paths PO-07 Invoiced Number of Activities PO-08 Accrewed Percent Completes PO-09 Outstanding Corr Project Codes PO-10 Unalocated Fundamental	nmitment Is		Help



Update the Spread Sheet & Impor

- The Activity and Expenses Spread Sheet will both have exactly the same fields,
- Populate one TASK sheet and Copy & Paste to the PROJCOST sheet,
- Import the data:

(° ⊒ ~) ⊽		WBSS.xls [Compatibi	lity Mode] - Microsoft Excel		
	Home	Insert Page I	ayout Form	las Data Review View	Add-Ins Acrobat		🔞 – 📼 🗙
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	A A	В	С	D	E	F	
1	task_code	status_code	wbs_id	user_field_268	user_field_269	user_field_265	user_field_262
2	Activity ID	Activity Status	WBS Code	PO-01 Original Budget(A\$)	PO-02 Current Budget(A\$)	PO-03 Original Commitment(A\$)	PO-04 Current
	WBS-1	Not Started	WBSS.1	100	110	90	
4	WBS-2	Not Started	WBSS.2	200	220	180	
Ę	WBS-3	Not Started	WBSS.3	300	330	300	
ſ	;		1.4				_
I		🖌 PROJCOST 📈 U	SERDATA 🔬 🐔	1			
R	eady					III II 115% 🕞	

Review Data

 Review the data, the costs should be assigned against the Activity UDFs and the Expense UDFs:

	rimav	era P6 : WBS	s (WBS s	Summary Activit	ies with Costs)												
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew <u>P</u> ro	oject E	<u>n</u> terprise <u>T</u> ool	s <u>A</u> dmin <u>H</u> e	lp											
	✓ Layo	out: WBS Sum	mary Acti	vities with Costs		Filter: All Act	ivities										- D
A	ctivity I	D 7	Orig Dur	Actual Expense Cost	BL Project Expense Cost	Remaining Expense Cost	At Completion Expense Cost	PO-01 Original Budget	PO-02 Current Budget	PO-03 Original Commitment	PO-04 Current Commitment	PO-05 Delivered	PO-06 Quality Checked	PO-07 Invoiced	PO-08 Accrewed		
	W	BS Sumr	185d	A\$198.31	A\$600.00	A\$401.69	A\$600.00	A\$600.00	A\$660.00	A\$570.00	A\$600.00	A\$200.00	A\$130.00	A\$90.00	A\$110.00		<u>*</u>
	=	WBS 1	86d	A\$100.00	A\$100.00	A\$0.00	A\$100.00	A\$100.00	A\$110.00	A\$90.00	A\$100.00	A\$100.00	A\$80.00	A\$60.00	A\$40.00		
	_	WBS-1	86d	A\$100.00	A\$100.00	A\$0.00	A\$100.00	A\$100.00	A\$110.00	A\$90.00	A\$100.00	A\$100.00	A\$80.00	A\$60.00	A\$40.00		
	_	×1010	b0	A\$0.00	A\$0.00	A\$0.00	A\$0.00										8
		XX1020	25d	A\$U.UU	A\$U.UU	A\$U.UU	A\$U.UU										
	_	×1030	210	A\$0.00	A\$0.00	A\$0.00	A\$0.00										9
	_	XX1040	18d	A\$0.00 A\$0.00	A\$0.00 A\$0.00	A\$0.00	A\$0.00 4\$0.00										8
	•	WBS 2	59d	A\$98.31	A\$200.00	A\$101.69	A\$200.00	A\$200.00	A\$220.00	A\$180.00	A\$190.00	A\$100.00	A\$50.00	A\$30.00	A\$70.00		
		WBS-2	59d	A\$98.31	A\$200.00	A\$101.69	A\$200.00	A\$200.00	A\$220.00	A\$180.00	A\$190.00	A\$100.00	A\$50.00	A\$30.00	A\$70.00		=
		XX1070	23d	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
		XX1080	16d	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
		XX1090	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
	•	WBS 3	40d	A\$0.00	A\$300.00	A\$300.00	A\$300.00	A\$300.00	A\$330.00	A\$300.00	A\$310.00	A\$0.00	A\$0.00	A\$0.00	A\$0.00		
		WBS-3	40d	A\$0.00	A\$300.00	A\$300.00	A\$300.00	A\$300.00	A\$330.00	A\$300.00	A\$310.00	A\$0.00	A\$0.00	A\$0.00	A\$0.00		
		XX1110	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
		XX1120	20d	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
		XX1130	Dd	A\$0.00	A\$0.00	A\$0.00	A\$0.00										
	_																
															•	•	- F
6	General	I Status Exp	oenses														
	*	-	Activity	WBS-3		New Activity							Project	WBSS			
	Expen	se Item 🛛 🗸	Budgete	d Cost Actual	Cost Remaining	Cost At Compl	etion Cost	PO-01 Origir	al Budget	PO-02 Curren	t Budget -03 Orig	ginal Commitn	nent Current Con	mitment PC	0-05 Delivere	d D-06 Quality Checked	
	T W	BS-3	A\$3	300.00 A	\$0.00 A\$30	00.00	A\$300.00					A\$300).00 A	\$310.00	A\$0.0	0 A\$0.00	
					Portfolio: All Proje	cts User: admi	n Data Date:	14-Jul-14	Access Mode	Shared Base	line: WBS Summa	ry Activities	with Costs - B1				
		1					1										

Global Change UDF into Expense Columns

 Depending on what cost you want put where run a Global Change like the one below:

Modify	Global Cl	hange									
Select Su	ibject Area			_	Glob	al Change N	ame		1	<u>о</u> к	
Project E	xpenses		-		Apply UDF Values						
If Parameter - (All of the following)				ls	Is Value High Value						
				I)						Chang <u>e</u>	
	Where	Activity ID		contains	contains WBS						
	1										
Then Parameter Is				Parameter/Value		Operator	Parameter/Value		×	Delete	
	Budgete	d Cost	=	PO-02 Current Budget					· · · ·	Delete	
And	Actual C	ost	=	PO-07 Invoiced	0-07 Invoiced		PO-08 Accrewed	_	X	Cut	
And Remaining Cost = Pr				PO-09 Outstanding Co	0-09 Outstanding Commitment + PO-10 Unallocated funds				- 00	our	
•								•	Ē	Сору	
Else	Paramete	er	ls	Parameter/Value		Operator	Parameter/Value			Paste	
•								Þ			

Review Data

 The UDF Values for Activities and Expenses should be the same:

Primavera P6 : WBSS (WBS Summary Activities with Costs) _ 🗆 X File Edit View Project Enterprise Tools Admin Help Filter: All Activities Ľ Activity ID Oria **BL** Project Actual Remaining At Completion PO-01 Original PO-02 Current PO-03 Original PO-04 Current PO-05 PO-06 Quality PO-07 PO-08 Q Q Q Q 🔺 × Commitment Delivered Checked JFMAMJJASONI Dur Expense Cost Expense Cost Expense Cost Expense Cost Budget Budge Commitment Invoiced Accrewed WBS Sumn 185d A\$600.00 A\$200.00 A\$450.00 A\$650.00 A\$600.00 A\$660.00 A\$570.00 A\$600.00 A\$200.00 A\$130.00 A\$90.00 A\$110.00 B) WBS 1 86d A\$100.00 A\$100.00 A\$0.00 A\$100.00 A\$100.00 A\$110.00 A\$90.00 A\$100.00 A\$100.00 A\$80.00 A\$60.00 A\$40.00 A\$100.00 A\$100.00 A\$0.00 A\$100.00 A\$100.00 A\$90.00 A\$80.00 XX1010 Od A\$0.00 A\$0.00 A\$0.00 A\$0.00 8 A\$0.00 A\$0.00 XX1020 25d A\$0.00 A\$0.00 ¥ XX1030 21d A\$0.00 A\$0.00 A\$0.00 A\$0.00 XX1040 22d A\$0.00 A\$0.00 A\$0.00 A\$0.00 8⁄ XX1050 18d A\$0.00 A\$0.00 A\$0.00 A\$0.00 -8 A\$200.00 WBS 2 59d A\$200.00 A\$100.00 A\$120.00 A\$220.00 A\$220.00 A\$180.00 A\$190.00 A\$100.00 A\$50.00 A\$30.00 A\$70.00 -59d A\$200.00 A\$100.00 A\$120.00 A\$220.00 A\$220.00 WBS-2 A\$200.00 A\$180.00 A\$190.00 A\$100.00 A\$50.00 A\$30.00 A\$70.00 **a** XX1070 23d A\$0.00 A\$0.00 A\$0.00 A\$0.00 XX1080 16d A\$0.00 A\$0.00 A\$0.00 A\$0.00 2 XX1090 20d A\$0.00 A\$0.00 A\$0.00 A\$0.00 A\$300.00 A\$0.00 A\$330.00 A\$0.00 A\$0.00 40d A\$330.00 A\$300.00 A\$330.00 A\$300.00 A\$310.00 A\$0.00 A\$0.00 WBS 3 40d A\$300.00 A\$0.00 A\$330.00 A\$330.00 A\$300.00 A\$330.00 A\$300.00 WBS-3 A\$310.00 A\$0.00 A\$0.00 A\$0.00 A\$0.00 XX1110 20d A\$0.00 A\$0.00 A\$0.00 A\$0.00 XX1120 20d A\$0.00 A\$0.00 A\$0.00 A\$0.00 XX1130 0d A\$0.00 A\$0.00 A\$0.00 A\$0.00 General Status Expenses . Activity WBS-1 New Activity Project WBSS . Budgeted Cost Actual Cost Remaining Cost At Completion Cost PO-01 Original Budget PO-02 Current Budget |-03 Original Commitment | Current Commitment | PO-05 Delivered | D-06 Quality Checked Expense Item Portfolio: All Projects User: admin Data Date: 14-Jul-14 Access Mode: Shared Baseline: WBS Summary Activities with Costs - B1

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