

# Points following to be considered when importing a Microsoft Project file into a P6 database:

## UNDERSTANDING DIFFERENCES IN CALCULATION

There are many differences in the way the products calculate and understanding them always helps in understanding why an imported schedule calculates differently. Here are some to consider:

Function	MSP	P6
Project Dates	Project Start or Project Finish only.	Project Start and optional Project Finish.
Milestones	Software defined, calculated as a Start MS when no predecessors and Finish MS when assigned Predecessors.	User Defined.
Elapsed Durations	Allowed.	Not Supported.
As Late As Possible constraint	Consumes Total Float and all successor tasks with Total Float are delayed.	Only Free Float is Consumed and only the task with the constraint is delayed.
Split Tasks	Multiple Splits in the past and future allowed.	Not Supported, only one Suspend and Resume.
Actual Duration	User Entered.	Calculated by P6.
Status Date (MSP) & Data Date (P6)	Ignored with normal calculation and no incomplete work moved to after the Status date.	All incomplete work moved to after the Status date on scheduling.
No of Relationships between Tasks	One.	Four.
No of Constraints per Task	One plus Deadline Date.	Two plus Expected Finish Date.
LOE Activities	Not Supported.	Supported.
Project Calendar	A task does not have to be assigned a Task Calendar and in this situation the Task Finish Date and Time is calculated from the Project Calendar and a change to the Project calendar will recalculate all the Task End Dates.	The Project Default Calendar is used a default for new Activities and a change to a Project calendar will only change the calendar assigned to net Activities and the lags when calculated using the Project Calendar to calculate lags.
Leads and Lags	Calculated on Successor Calendar.	Four options, predecessor, successor, 24hour or Project calendar.
Task Type	Fixed Duration and Fixed Units or Fixed Work display the duration differently in MSP in some circumstances.	Thus when imported into P6 these tasks will calculate differently in P6, than in MSP.



## BEFORE IMPORTING

### Status Date

Set Status Date

### Split Tasks

These are not recognized in P6, possible remove before importing.

### Completed Tasks

Make sure all actual start dates and actual finish dates of completed activities are before the status date (in the past in relationship to the status date)

### In-Progress Tasks

Make sure the actual start is in the past, then manually evaluate the actual duration so progress is in the Status date.

Enter the remaining duration to create the correct Finish Date. This is because the Remaining Duration is the date P6 uses to calculate the end date of the activity. The MSP % complete is the % duration. It is calculated by the actual duration divided by the duration.

### Unstarted Tasks

Make sure all unstarted activities are in the future.

### Another option for importing a project with progress

Unstatus entire project before importing into p6. Then use Update Progress in P6 to reapply progress.

### Blank Lines

Remove all blank lines on import

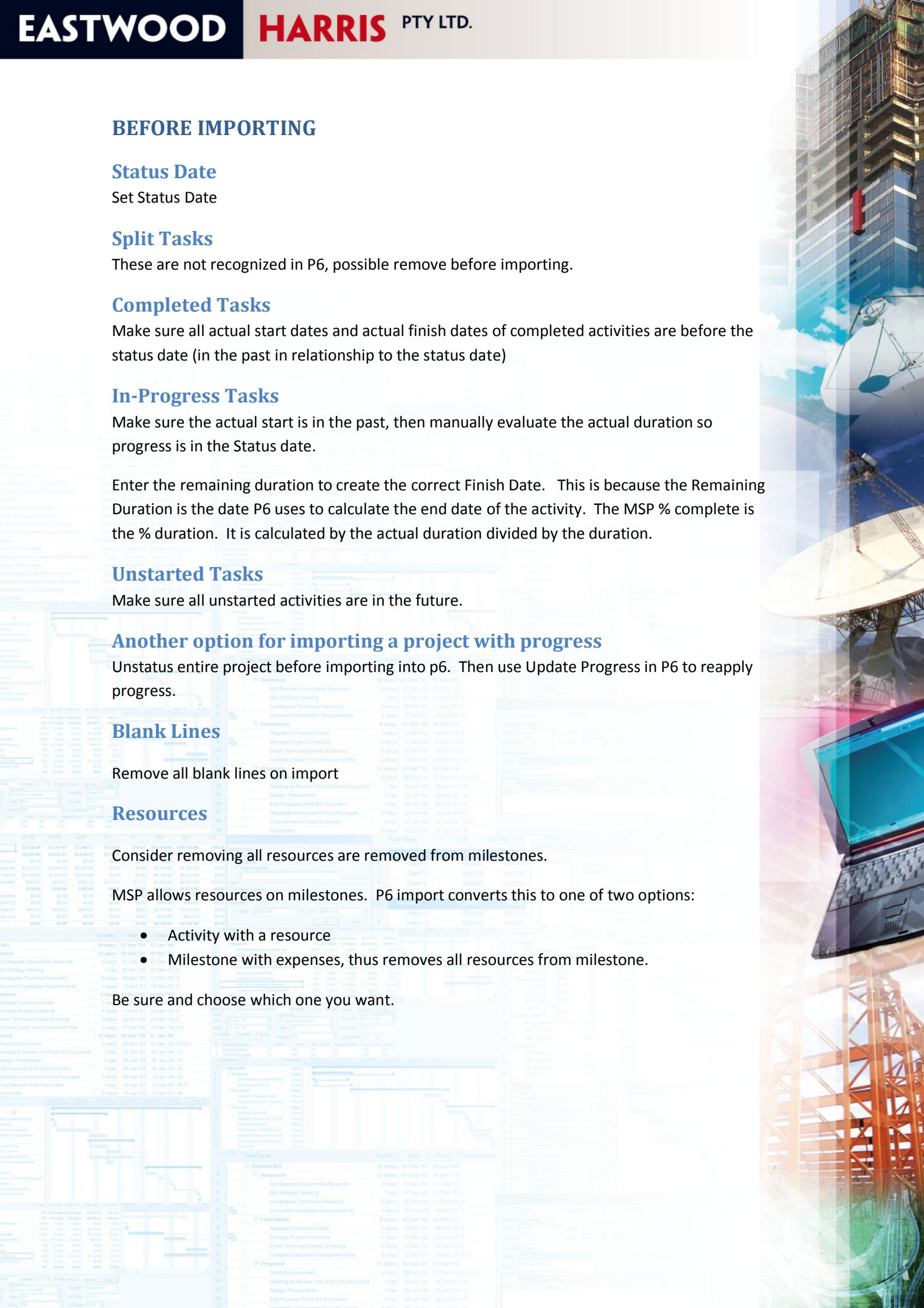
### Resources

Consider removing all resources are removed from milestones.

MSP allows resources on milestones. P6 import converts this to one of two options:

- Activity with a resource
- Milestone with expenses, thus removes all resources from milestone.

Be sure and choose which one you want.



## ON IMPORT Activity ID

Consider importing the MSP ID field into a UDF because P6 doesn't sort it properly (1,11, etc.)

A text or a number field may be best. Be sure and experiment.

## Resources

Consider new resources. If all projects have all the same resources with the same rates, you have no problem. Create a new project node for all the resources so that you can better identify where are your new resources were added. Then you can properly evaluate when you have new resources, if they are duplicates, or needed.

## MPP import vs. the XML format

There are subtle differences. XML allows you to choose whether you want summary activities in MSP to be imported as WBS summary activities, or left out.

## Notebook Topics

Adjust Admin Prefs to create a Notebook topic to import MSP Note into. Then map the MSP Project / WBS / Activity notes to the proper P6 Notebook topic.

## Custom Field Mapping

Check the Custom field mappings that allows you to map certain MSP fields to custom P6 UDF field.

## AFTER IMPORT

### Project Must Finish By

This is created on import, consider removing.

### Milestones

All milestones get converted to Start Milestones. So change appropriate ones to Finish milestones and change the relationships (SS → FF)

### Check Dates and Durations

Show the hours and sub units and dates with time to see exactly what is happening with the calculations.

### Calendars

Check the calendars as they are not always converted correctly. For example 24h/day are converted as 1h/day.

### Final Check

Copy and paste both schedules into Excel and compare.

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