

Lessons Learned – Schedule Updating and Maintenance using Primavera P6

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Hill International**

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Charlie Jackson, PSP

- Degree:
 - BA Journalism
- University:
 - Baylor University, Waco, TX
- Years of Experience:
 - 17
- Professional Field:
 - Construction, primary focus on scheduling and project controls, implementation of scheduling systems and document control systems
- Something you do not know about me:
 - Started my construction career working as a scheduling assistant during college using Primavera DOS version
 - Currently Vice President of Primavera Services for Hill International

Hannah Schumacher, PSP, PMI-SP, LEED AP

- Degree:
 - BS Construction Management
 - BS Building Construction Technology
- University:
 - Wentworth Institute of Technology, Boston, MA
- Years of Experience:
 - 20+
- Professional Field:
 - Construction, primary focus on scheduling and project controls
- Something you do not know about me:
 - Started my construction career working as a General Laborer during college
 - Worked as an Estimator, Planner / Scheduler, Project Controls Engineer, Project Engineer, Scheduling Engineer, Scheduling Director
 - Currently Managing Consultant for Hill International

Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

- Many specifications are requiring the use of the latest Primavera software (P6).
- Our presentation focuses on the use of Primavera P6 to update and maintain schedules.
- The Schedule Update Process consists of 4 main steps:
 1. PLAN
 2. UPDATE
 3. REVIEW / ANALYZE
 4. COMMUNICATE

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

■ PLAN

- Understand Contract and Specification Requirements
- Determine Update Frequency
- Establish Baseline / Contract Schedule
- Assign Responsibility to each activity
- Provide Training
- Gather Data
- Visit Job site, hold update meeting, and validate data
- Understand P6 settings that affect updates

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand Contract and Specification Requirements
 - Frequency of updates
 - Procedures for updates versus revisions
 - Earned Value requirements
 - Cost and/or resource status requirements
 - Change management procedures
 - Software requirements

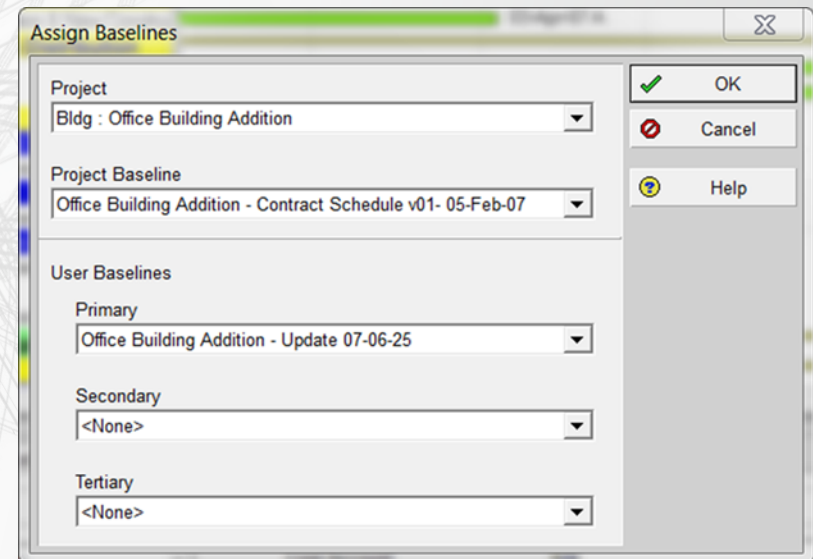
Lessons Learned – Schedule Updating & Maintenance using Primavera P6

■ Determine Update Frequency

- Factors to consider:
 - *Contract Requirements*
 - *Internal company policy*
 - *Project budgeting Considerations*
- Benefits to frequent updates:
 - *Greater accuracy of as-built documentation*
 - *Promotes early identification of issues*
 - *Promotes timely issue resolution / mitigation*
 - *Enhances user's skill in application & management of schedule*
 - *Provides starting point to which user can return if errors are made in updating process*

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Establish Baseline / Contract Schedule
 - Baseline is the accepted as-planned schedule (Contract Schedule)
 - In Primavera “Baseline” is a snapshot of project plan (similar to “Target” in P3)
 - *Number of baselines (maximum number is set by Administrator)*
 - *User can assign up to 3 baselines to current schedule for data comparisons*
 - *Can copy baselines when copying project*



Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Assign Responsibility to each activity
 - Use Activity Code
 - *Global vs. Project Specific*
 - *Group and Sort by Activity Code*

Select Activity Code

GL-RESP

▼ Display: All Values

Code Value	Description
CC	CONCRETE
CK	CAULKING
CT	CERAMIC TILE
CY	CITY / COUNTY
DM	DEMO
DW	DRYWALL / TAPE & TEXTURE
EF	EXTERIOR FRAMING / FINISHES
FP	FIREPROOFING
FR	FRAMING
GL	GLAZING
LV	LOW-VOLTAGE/CONTROLS

Group and Sort

Display Options

Show Group Totals

Show Grand Totals

Show Summaries Only

Shrink vertical grouping bands

Group By

Group By	Indent	To Level	Group Interval	Font & Color
GL-RESP level 1	<input checked="" type="checkbox"/>	All		12 Arial
GL-RESP level 2				9 Arial
GL-RESP level 3				8 Arial
GL-RESP level 4				8 Arial
GL-RESP level 5				8 Arial
GL-RESP level 6				8 Arial

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Assign Responsibility to each activity
 - Assign Resource / Role
 - *CAUTION: Resources and Roles are Global (use unique identifier)*

Resource ID Name	Auto Compute Actuals	Calculate costs from units	Remaining Units / Time	Original Lag	Start	Finish	Budgeted
CPA_PMEN.CPAI Project Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0/d	0	26-Aug-13 08 AM A	21-Nov-14 05 PM	
CPA_PMPL.CPAI Project Leader	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0/d	0	26-Aug-13 08 AM A	21-Nov-14 05 PM	

- *Group by resources in Assignments window*

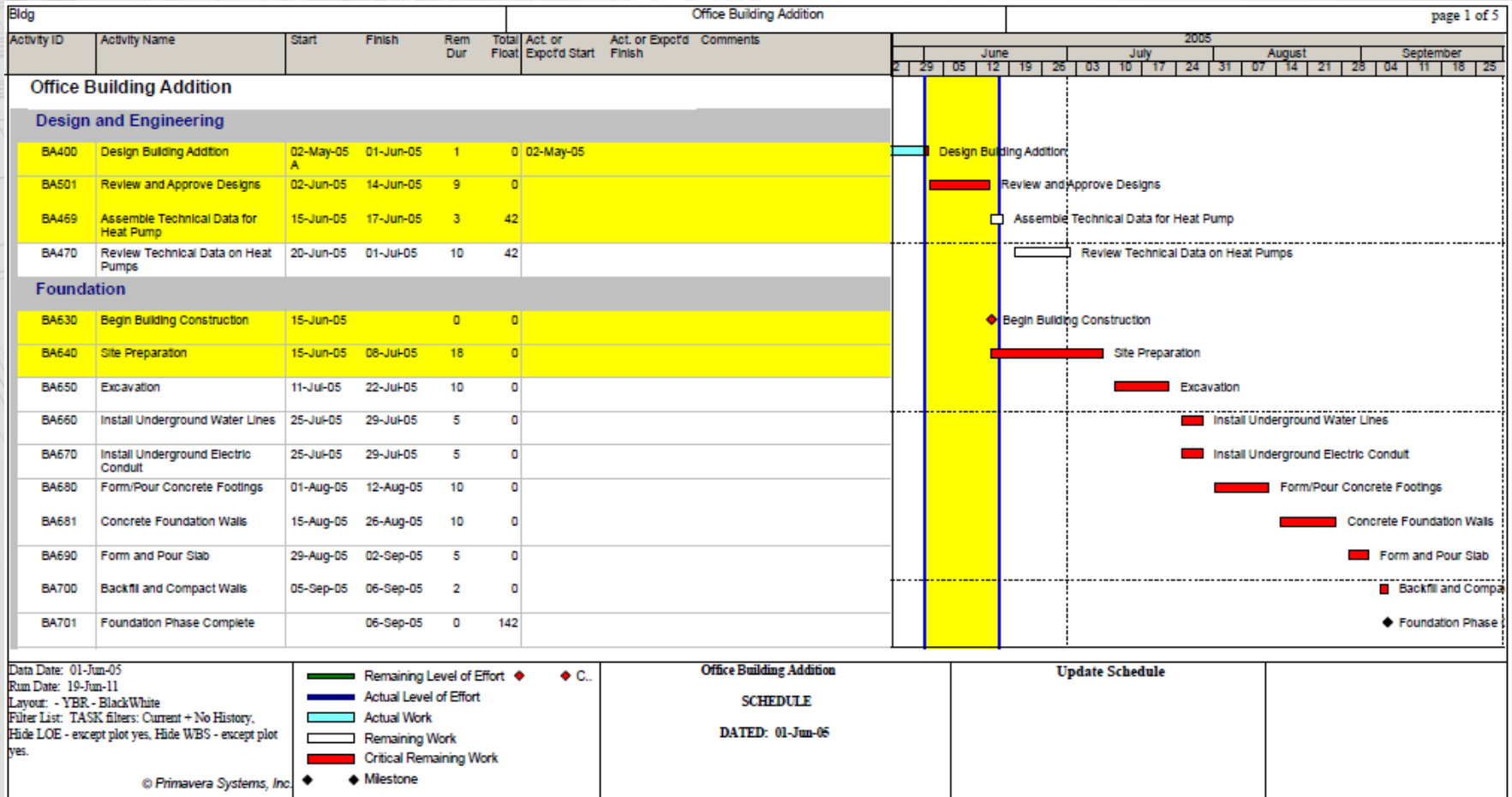
Activity ID	Activity Name	Curve	Budgeted Cost	Remaining Units
	ConocoPhillips		\$0.00	0
	ConocoPhillips - Alaska		\$0.00	0
	CPAI Capital Projects Organization		\$0.00	0
	CPAI Project Management Group		\$0.00	0
	CPAI Project Engineer		\$0.00	0
	Define - Project Management		\$0.00	0
	Execute - Project Management		\$0.00	0
	CPAI Project Leader		\$0.00	0
	Define - Project Management		\$0.00	0
	Execute - Project Management		\$0.00	0
	CPAI Program Support		\$0.00	0

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Provide training
 - How to update the schedule
 - How to review the schedule
 - How to add fragments for change management
 - Content of update reports
 - What information is needed from each individual

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

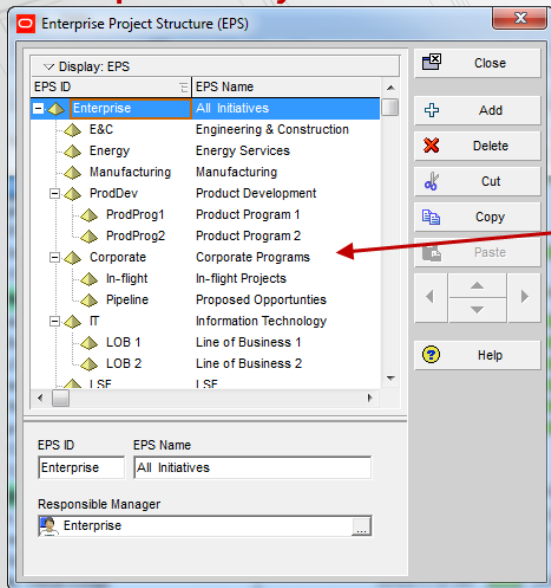
- Gather Data – Use Update Layout or Report
- Visit the jobsite, hold an update meeting, and validate data



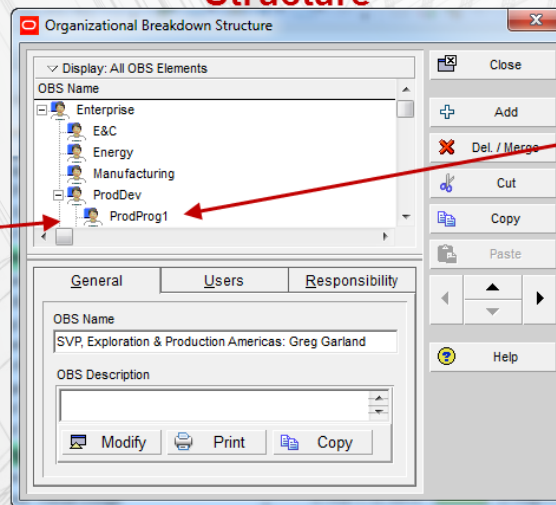
Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Security access settings
 - *Based on Organizational Breakdown Structure (OBS) Read / Write access can be defined down to the Work Breakdown Structure (WBS).*
 - *Set by the Administrator (Admin, Security Profiles)*

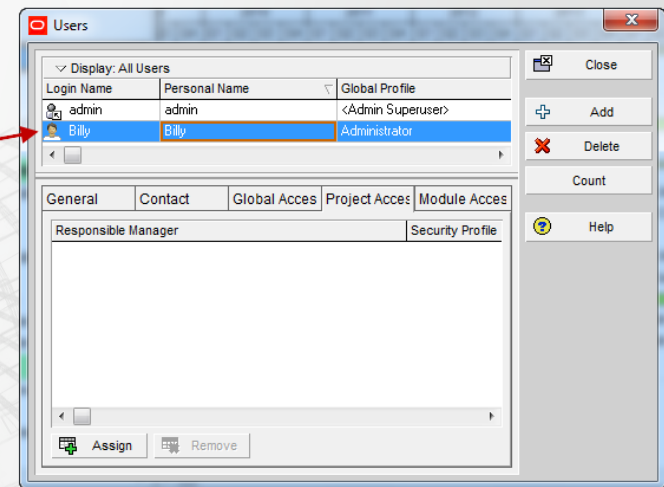
Enterprise Project Structure



Organization Breakdown Structure



Users



Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Percent Complete Types
 - *Duration Percent Complete (default)*
 - *Physical Percent Complete*
 - *Units Percent Complete*

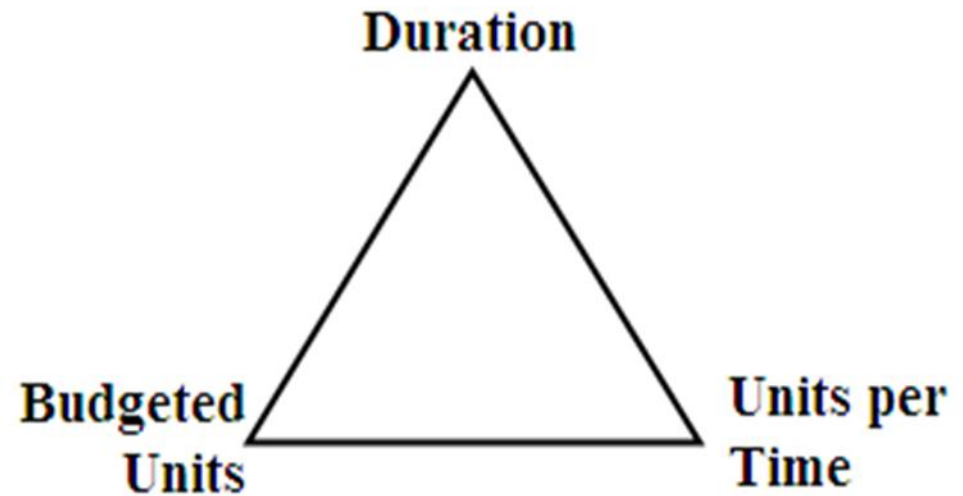
Activity
Percent
Complete
1.4.A.4.

4. Remaining durations for activities.
 - a. The remaining duration shall be the actual time in workdays to complete the activity.
 - b. Remaining duration shall not be automatically computed based on the percent complete of the activity.

- *Default type defined at the Project Level (Projects Details, Defaults tab) and can be changed at the Activity Level (Activity Details, General Tab)*
- *Project Level defaults only apply to new activities.*

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Duration Types
 - *Fixed Duration and Units (default)*
 - *Fixed Duration and Units/Time*
 - *Fixed Units*
 - *Fixed Units/Time*



Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Activity types
 - *Milestones*
 - *Task Dependent and Resource Dependent*
 - *Level of Effort and WBS Summary*
 - *Default Activity type is set at Project Level (Project Details, Defaults tab)*

General | Dates | Defaults | Notebook | Budget Log | Spending Plan | Budget Su

Defaults for New Activities

Duration Type: Fixed Duration & Units

Percent Complete Type: Duration

Activity Type: Task Dependent

- Finish Milestone
- Level of Effort
- Resource Dependent
- Start Milestone
- Task Dependent**
- WBS Summary

- *Change type at Activity Level (Activity Details, General tab)*

General | Status | Resources | Relationships | Predecessors | Successors | Codes

Activity: MI-0020 | SUBSTANTIAL COMPLETION

Activity Type: Finish Milestone

Duration Type: Fixed Duration and Units/Time

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

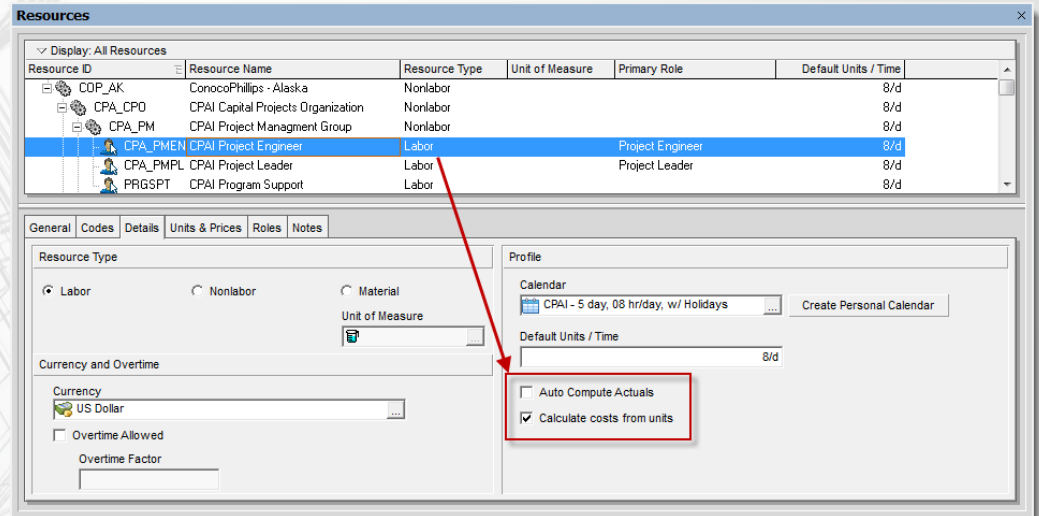
- Understand P6 settings that affect updates
- Calculation settings (General)
 - Relationships to and from other
 - Projects
 - Open ends
 - Schedule Calculation options
 - *Retained Logic*
 - *Progress Override*
 - *Actual Dates*
 - Critical activity definition
 - Calculate SS lag
 - Float definition
 - Calendar for scheduling relationship lag

The screenshot shows the 'Schedule Options' dialog box in Primavera P6, with the 'General' tab selected. The dialog contains several sections of settings:

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

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Resource settings
 - *Resource Details for Labor, Nonlabor, Material*
 - Auto Compute Actuals
 - Calculate costs from units



- *Activity Details*
 - Override Resource Details settings

Resource ID	Name	Auto Compute Actuals	Calculate costs from units
CPA_PMEN	CPAI Project Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CPA_PMPL	CPAI Project Leader	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Resource settings at Project Level (Project Details, Calculations tab)
 - *Link Actual and Actual This Period Units and Costs (when using Financial Periods)*
- *Resources Drive activity dates by default (Project Details, Resources tab)*

Summary Resources Calculations Funding Codes Settings

Resource Assignments

When updating Actual Units or Cost

Add Actual to Remaining

Subtract Actual from At Completion

Recalculate Actual Units and Cost when duration % complete changes

Update units when costs change on resource assignments

Link Actual and Actual This Period Units and Cost

Summary Funding Codes Resources Settings Calculations

Assignment Defaults

Specify the default Rate Type for new assignments

Price / Unit

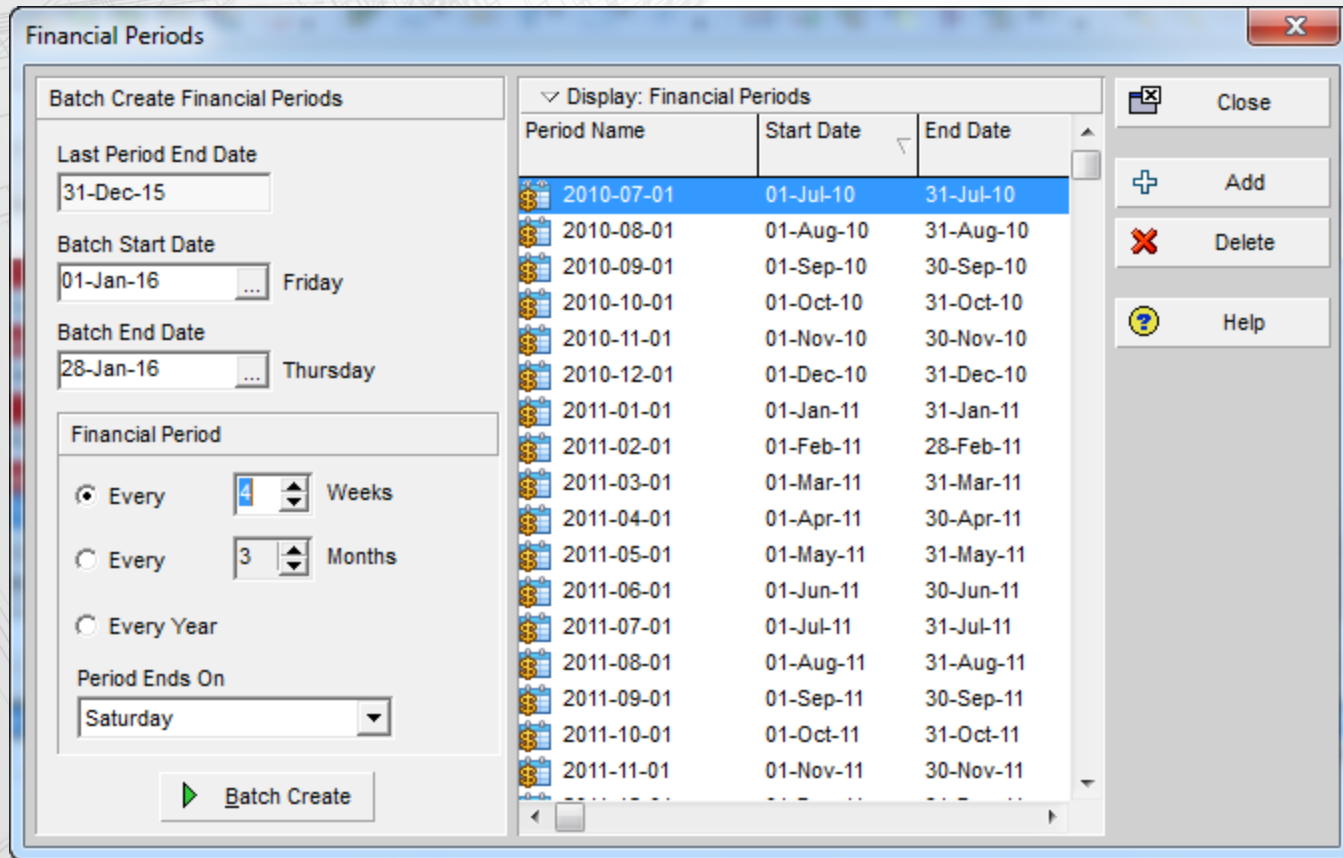
Drive activity dates by default

Resource Assignments

Resources can be assigned to the same activity more than once

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Understand P6 settings that affect updates
- Financial Periods
 - *Defined at Admin Level (Admin menu, Financial Periods)*
 - **CAUTION: Financial Periods are GLOBAL**



Lessons Learned – Schedule Updating & Maintenance using Primavera P6

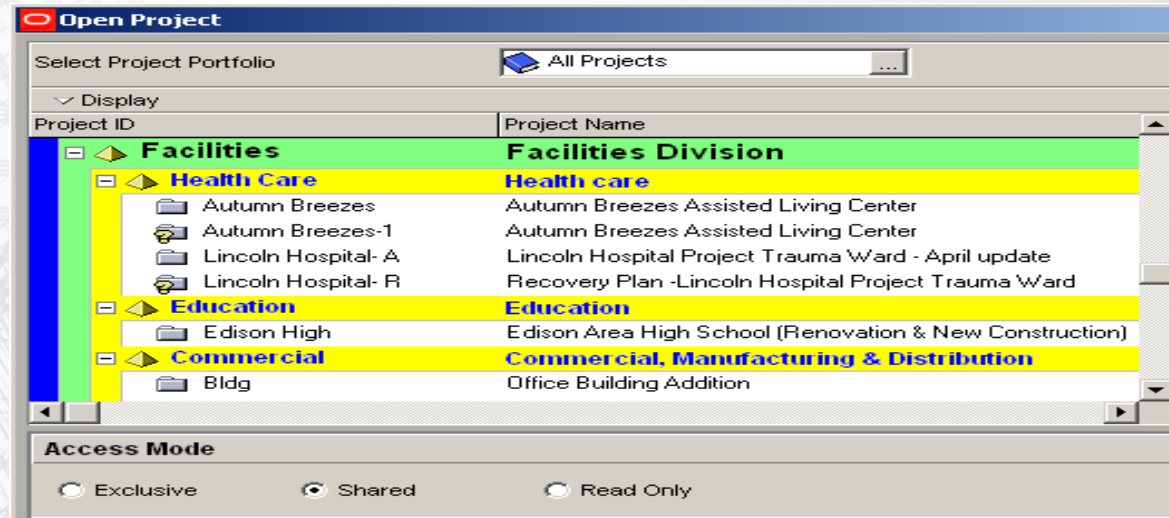
■ UPDATE

- Opening the file – (Exclusive / Shared / Read Only)
- Importing and Configuring ‘Outside’ Information
- Maintain Baseline
- Rename File
- Assign and Compare Baselines
- Enter Status (dates, percent complete, resources, costs)
- Enter Revisions / Forecast (activities, durations, logic)

Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

- Opening the file



- Exclusive

- *only one user can change / modify the schedule*
- *Recommended to use when updating / statusing*

- Shared

- *multiple users can change / modify the schedule AT THE SAME TIME*
- *CAUTION: this is the default when selecting project from Project Window, right-click, select Open*

- Read Only

- *view only mode*
- *can not change / modify the schedule*

Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

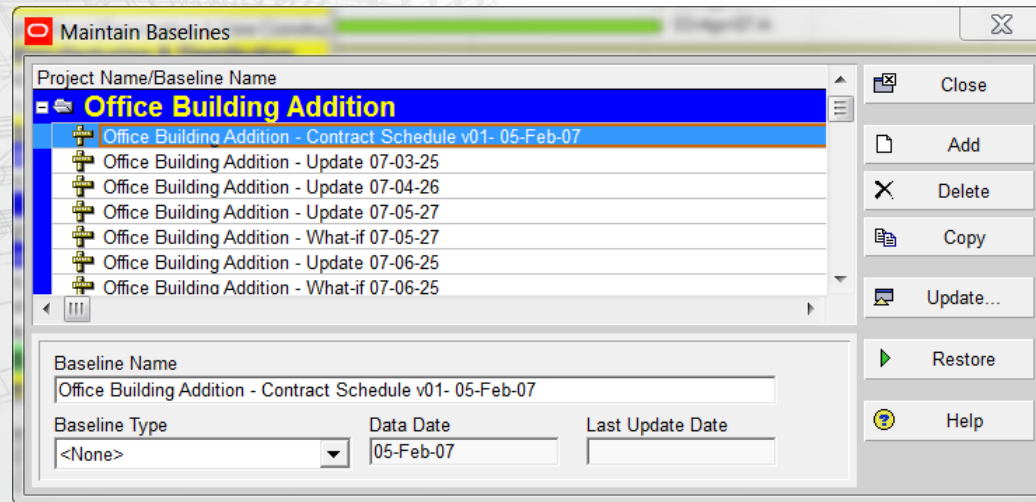
- Importing and Configuring ‘Outside’ Information
- Import Configuration utility – how to handle duplicate data.
 - Do Not Import
 - Insert New
 - Keep Existing
 - Update Existing
 - Delete

A* = Same ID but modified data

Do Not Import		Insert New		Keep Existing		Update Existing	
Existing	New	Existing	New	Existing	New	Existing	New
A	A*, B	A	A*, B	A	A*, B	A	A*, B
A (after import)		A, A*, B (after import)		A, B (after import)		A*, B (after import)	

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

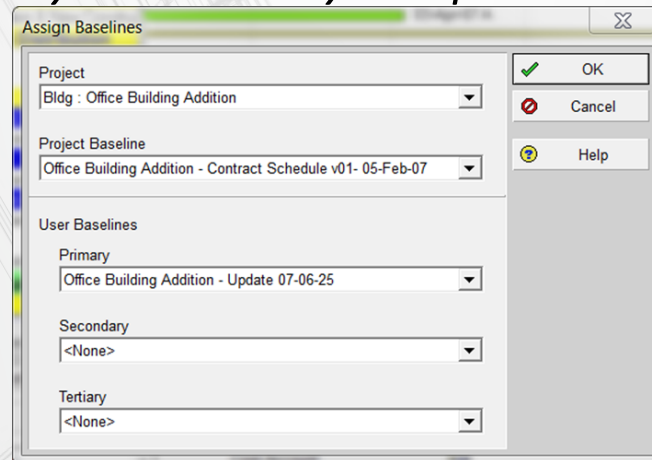
- Maintain Baseline (Activity window, Project, Maintain Baseline)



- Rename File to new version (i.e. EX00 → EX01) (Project Window)
- P6 allows user to copy current schedule as a 'Reflection', make changes and merge back into current schedule
- **CAUTION:** The following data items when deleted in a Reflection copy WILL NOT be deleted in current schedule during the merge: Activities, Relationships, Resource Assignments, WBS elements, Work Products and Documents, Project Expenses, Project Issues and Project Risks. These would need to be manually deleted. (Oracle

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Assign and Compare Baselines
 - Project: Standard baseline for comparison for all users (typically the Contract Baseline Schedule)
 - User Baseline (Primary, Secondary, Tertiary)
 - *Primary Baseline allows for dates, resource, etc. comparisons*
 - *Secondary and Tertiary compare date information only*



- Check earned value settings (Admin, Earned Value, Earned Value Calculation)
 - These settings determine which baseline dates will be used for comparison.

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Prior to statusing, make sure time is shown to alleviate non-standard start/finish times (Edit, User Preferences)

The screenshot shows the 'User Preferences' dialog box in Primavera P6. The 'Time Units' section is selected in the left-hand menu. The 'Units Format' section has 'Unit of Time' set to 'Day', 'Sub-unit' set to 'Hours' (unchecked), and 'Decimals' set to '0'. The 'Show Unit label' checkbox is checked, and the 'Example' field shows '5d'. The 'Durations Format' section has 'Unit of Time' set to 'Day', 'Sub-unit' set to 'Hours' (unchecked), and 'Decimals' set to '0'. The 'Show Duration label' checkbox is checked, and the 'Example' field shows '10d'. The 'Time' section has three radio buttons: '12 hour (1:30 PM)' (selected), '24 hour (13:30)', and 'Do not show time'. The 'Show minutes' checkbox is checked. The 'Sample' section shows a text box with the value '29-Jun-10 12:00 AM'.

User Preferences

Time Units

Units Format

Unit of Time: Day
Sub-unit: Hours
Decimals: 0

Show Unit label
Example: 5d

Durations Format

Unit of Time: Day
Sub-unit: Hours
Decimals: 0

Show Duration label
Example: 10d

Time

12 hour (1:30 PM)
 24 hour (13:30)
 Do not show time

Show minutes

Sample

29-Jun-10 12:00 AM

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Enter Status
 - Actual Start dates
 - Actual Finish dates
 - Percent complete
 - Remaining duration
 - Resources and/or Costs
- Enter Manually
- Apply Actuals (Tools menu, Apply Actuals)
- Update Progress (Tools menu, Update Progress)
 - *CAUTION: Apply Actuals and Update Progress use PLANNED Dates versus Scheduled Dates or Early Dates which may be different*
- Calculate the schedule (Tools, Schedule) with new Data Date
 - *Recommendation: To improve speed and efficiency of the program, turn off option to “Schedule automatically when a change affects dates”*
- Review data entered
- Maintain Baseline (with ‘Status only’ in title)

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Enter Revisions / Forecast
 - New Activities
 - Delete Activities (Do not reuse Activity IDs)
 - Revise Logic
 - Revise Durations
- Calculate the schedule (Tools, Schedule) with new Data Date
 - *CAUTION – To improve speed and efficiency of the program, turn off option to “Schedule automatically when a change affects dates”*
- Review data entered
- Maintain Baseline (with ‘Revision’ added to title)
- Review compared to ‘status only’ update as well as previous update and Baseline schedule

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

■ REVIEW & ANALYZE

- Review and Verify data input (Scheduler self-check)
- Compare to previous update and Contract schedule
- Review Logic reports / Layouts and Changes made
- Finalize and Maintain Baseline (of this finalized update)

Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

- Review and Verify data input (Scheduler self-check)
 - Open Ends (activities with no Predecessors and / or Successors)
 - Dangling Relationship ties (Start to Start and/or Finish to Finish ties without a Predecessor and/or Successor)
 - Incorrect and non-overlapping lag ties that result in gaps in sequencing
 - Start to Start lag that exceeds the activity duration
 - Finish to Finish lag that exceeds the successor duration
 - Finish to Start lag
 - Out of Sequence progress
 - Actual dates in the future
 - Incorrect times
 - Calendars
 - Activities on the data date (verify predecessor logic)
 - Excessive float values
 - Negative float
 - New activities, durations, logic and impact to plan
 - Critical Path and Near Critical Path
 - Constructability issues
 - Stacking of trades

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Compare to previous update and Contract schedule
- Create comparison layouts
 - Assign appropriate baseline (Project menu, Assign Baseline)
 - Select baseline bars (View, Bars) and baseline data columns
 - *Note: varying baseline types (Project vs. User Baselines – Primary, Secondary, Tertiary) allow for different levels of data for comparison.*
 - Check earned value settings (Admin Preferences, Earned Value)
 - *Determines what dates will be used for comparison – Planned or Start/Finish*
 - *Recommendation: use “Budgeted values with current dates”*
 - *CAUTION: Setting is global, not project specific, affects all projects in the database*

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Review Logic reports / Layouts and Changes made
- Schedule Log
- Claim Digger
- Tabular Reports

The screenshot displays two overlapping windows from the Primavera P6 software interface. On the left is a Notepad window titled 'SCHEDLOG.TXT - Notepad' containing a scheduling/leveling report. On the right is a 'Project Differences Report' window comparing 'General Construction - Update' to 'General Construction - Accepted Baseline'.

SCHEDLOG.TXT - Notepad
 File Edit Format View Help
 Scheduling/Leveling report - 04-Mar-10 03 PM - PM.exe

 Default Project..... Proj01/Job01 -
 Projects: Proj01/Job01 - ver01..... Project
 scheduling/leveling settings:

 General
 Scheduling
 Leveling
 Ignore relat
 Make open-er
 Use expected
 schedule aut
 Level resour
 Recalculate
 when schedu
 calculate st
 Define criti
 Compute tot
 calculate f
 Calendar for

 Advanced
 calculate mu

 Statistics:

 # Projects...
 # Activities...
 # Not started...
 # In Progress...

Project Differences Report
 Comparing General Construction - Update to General Construction - Accepted Baseline
 Executed by admin
 Date Wed Mar 31 00:02:48 GMT-08:00 2010

General Project Data	
Field Name	[General Construction - Update] [GC Con]
Data Date	2010/03/09 12:00
	[General Construction - Accepted Baseline] [GC Con - B1]
	2010/03/02 12:00

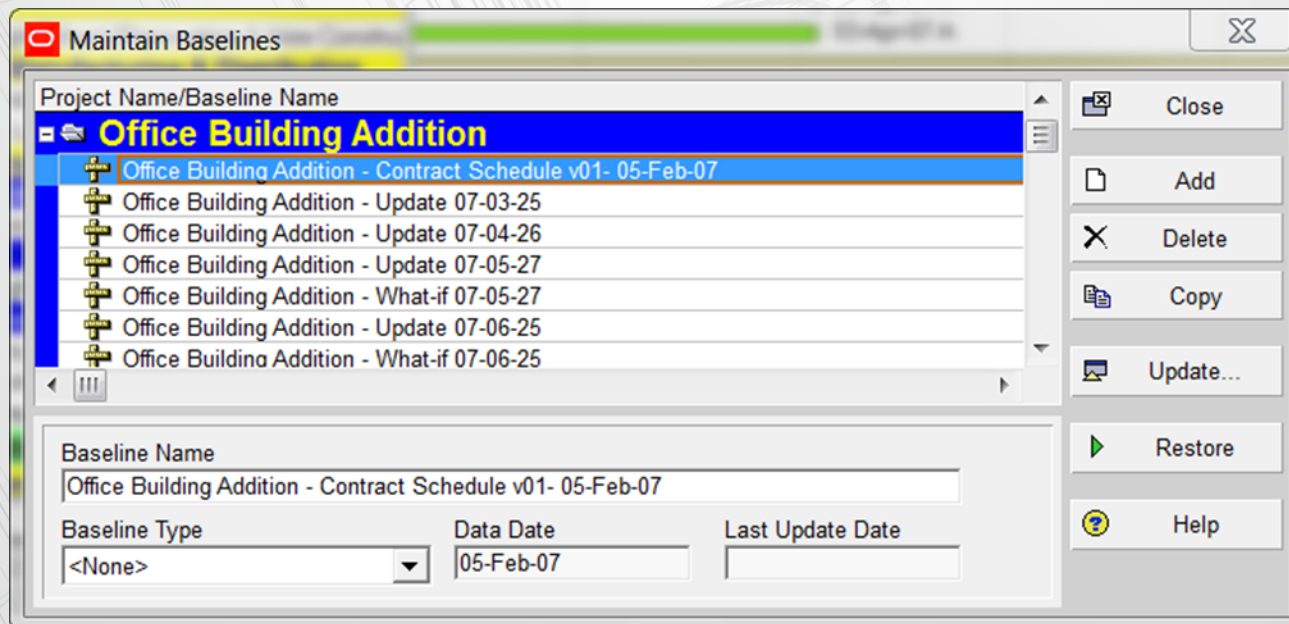
SR-06 Schedule Report - Predecessors Successors
 Project Start 02-Mar-10
 Project Finish 20-Aug-10
 Data Date 09-Mar-10

Activity ID	Activity Name	Early Start	Early Finish	Late Start	Late Finish	Total Float	Predecessors	Successors
General Construction - Update								
A1000	Notice to Proceed	02-Mar-10 08:00	02-Mar-10 08:00	02-Mar-10 08:00	02-Mar-10 08:00	0		A1010
A1010	Excavation	02-Mar-10 08:00	09-Mar-10 04:00	02-Mar-10 08:00	09-Mar-10 04:00	0	A1000	A1020
A1020	Survey and Staking	10-Mar-10 04:00	10-Mar-10 04:00	10-Mar-10 04:00	10-Mar-10 04:00	0	A1010	A1030
A1030	Layout and Grate	10-Mar-10 08:00	10-Mar-10 04:00	10-Mar-10 08:00	10-Mar-10 04:00	0	A1020	A1070, A1090, A1040
A1040	Underground Electrical	10-Mar-10 08:00	30-Apr-10 04:00	10-Mar-10 08:00	30-Apr-10 04:00	0	A1030	A1070
A1050	Underground Sewer	10-Mar-10 08:00	30-Apr-10 04:00	10-Mar-10 08:00	30-Apr-10 04:00	2	A1030	A1070
A1060	Underground Water	10-Mar-10 08:00	25-Apr-10 04:00	10-Mar-10 08:00	25-Apr-10 04:00	3	A1030	A1070
A1070	Form/Pour Footings	31-Mar-10 08:00	07-Apr-10 04:00	31-Mar-10 08:00	07-Apr-10 04:00	0	A1040, A1050, A1060	A1080
A1080	Form/Rebar Slab	08-Apr-10 08:00	10-Apr-10 04:00	08-Apr-10 08:00	10-Apr-10 04:00	0	A1070	A1090
A1090	Pour Slab	10-Apr-10 08:00	10-Apr-10 04:00	10-Apr-10 08:00	10-Apr-10 04:00	0	A1080	A1100
A1100	Cure Slab	17-Apr-10 08:00	22-Apr-10 04:00	17-Apr-10 08:00	22-Apr-10 04:00	2	A1090	A1110
A1110	CRB Slabs	20-Apr-10 08:00	14-May-10 04:00	20-Apr-10 08:00	14-May-10 04:00	0	A1100	A1120, A1130, A1140, A1280, A1160

- Schedule Analyzer for the Enterprise (SAe)

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Once the entire team has reviewed and approved the draft update, finalize and Maintain Baseline
 - Maintain Baseline (Project, Maintain Baseline, Save Copy)
 - Export
 - Backup to safe location(s)



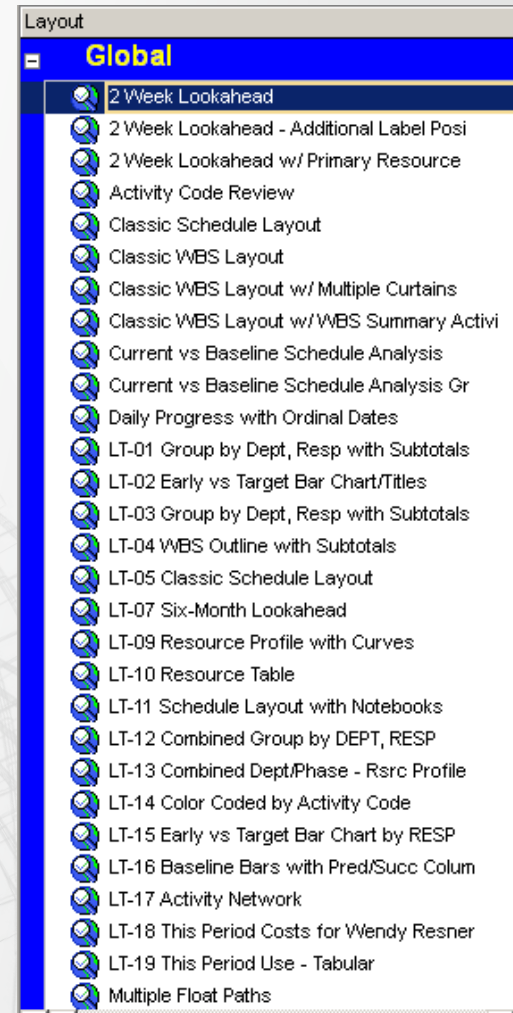
Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- COMMUNICATE

- Layouts
- Reports

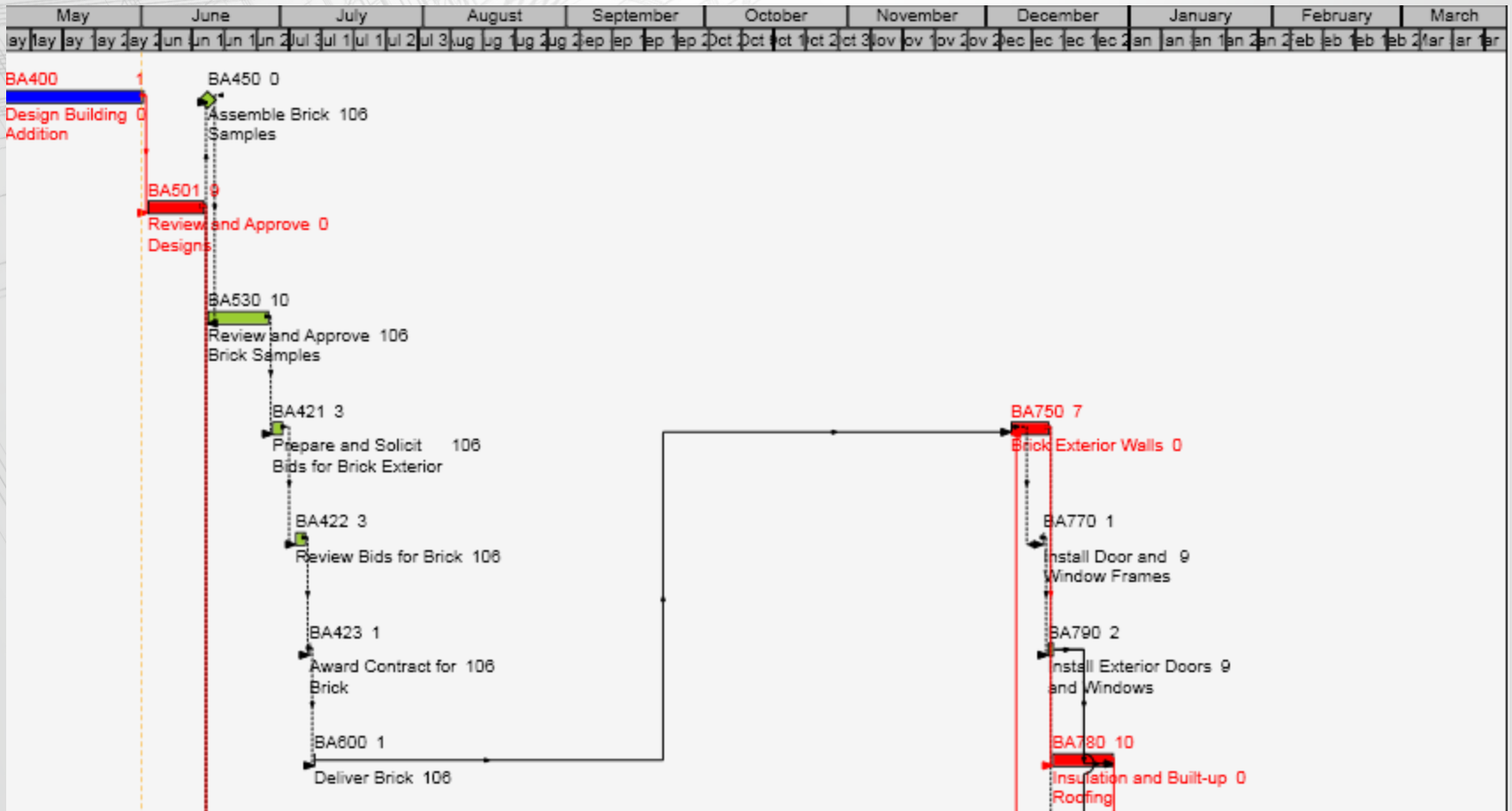
Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Layouts
 - Global (available to all projects in the database)
 - User (available to only the user)
 - Project (specific only to the project)
- Bar charts
- Look ahead schedules
- Critical Path
- Near Critical Path
- Responsibility sorts



Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- Time Scale Logic (available in P6 v7 Service Pack 3)
(Tools, Time Scale Logic Diagram)



Lessons Learned –

Schedule Updating & Maintenance using Primavera P6

- Standard Reports

- Schedule
- Resource
- Cost

Report Name

Report Group: Schedule

- Relationship report with Dates
- SR-01 Classic Schedule Report - Sort by ES, TF
- SR-02 Schedule Report with RESP - Sort by ES, TF
- SR-03 Schedule Report with Activity Budgets
- SR-04 Schedule Report with Logs
- SR-06 Schedule Report - Predecessors & Successors
- SR-10 Schedule Report Turnaround Document
- SR-11 Schedule Report with Resource Budgets
- SR-1
- SR-1
- SR-1
- SR-2

Report Group: Resource

- Rep
- Rep
- Rep
- Rep
- Rep

Report Group: P6W

- Rep
- Rep
- Rep
- Rep

Office Building Addition
Report Date 20-Jun-11 13:56

Project Start 05-Feb-07
Project Finish 03-Jan-08
Data Date 01-Jul-07

SR-03 Schedule Report with Activity Budgets

Activity ID	Orig Dur	Rem Dur	Calendar	%	Activity Name	Budgeted Cost	Earned	Early Start	Early Finish	Late Start	Late Finish	Total Float
BA411	3	0	Office Building Addition Calendar 1	100%	Prepare and Solicit Bids for Heat Pump	\$384	\$384	09-Apr-07 A	11-Apr-07 A	05-Sep-07	05-Sep-07	
BA422	3	0	Office Building Addition Calendar 1	100%	Review Bids for Brick	\$384	\$384	09-Apr-07 A	11-Apr-07 A	18-Sep-07	18-Sep-07	
BA408	3	0	Office Building Addition Calendar 1	100%	Review Bids for Flooring	\$384	\$384	11-Apr-07 A	13-Apr-07 A	11-Dec-07	11-Dec-07	
BA412	2	0	Office Building Addition Calendar 1	100%	Review Bids for Heat Pump	\$256	\$256	12-Apr-07 A	13-Apr-07 A	05-Sep-07	05-Sep-07	
BA423	1	0	Office Building Addition Calendar 1	100%	Award Contract for Brick	\$128	\$128	12-Apr-07 A	12-Apr-07 A	18-Sep-07	18-Sep-07	
BA600	1	0	Office Building Addition Calendar 1	100%	Deliver Brick	\$0	\$0	13-Apr-07 A	13-Apr-07 A	18-Sep-07	18-Sep-07	
BA409	1	0	Office Building Addition Calendar 1	100%	Award Contract for Flooring	\$128	\$128	16-Apr-07 A	18-Apr-07 A	11-Dec-07	11-Dec-07	

- Customized Reports using Report Editor or Report Wizard

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- **CONCLUSION**

- Understand contract and specification requirements
- Understand the P6 settings that affect updates
- Provide training to those responsible for providing and reviewing the update data
- Visit the jobsite and walk the job
- Hold an update meeting and verify data
- Update Frequently
- Review and Analyze the schedule
- Maintain Baselines for comparison
- Compare to previous updates and Baseline Schedule
- Communicate the schedule using Reports and Layouts

Lessons Learned – Schedule Updating & Maintenance using Primavera P6

- We hope that you can use schedule updating and maintenance lessons learned outlined in this presentation to update your schedules quickly and efficiently using Primavera P6™

Questions?

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