

# 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. (Windows 8 not recommended)

#### **Software Requirements**

- ✓ Java 7 Update 15 runtime environment (JRE) or Software Developer Kit (JDK).
- Oracle Primavera P6 Professional for EPPM R8.3 installation Media zip file V37499-01.zip. See
   Downloading Primavera P6 Professional.PDF for detailed instructions on obtaining Primavera
   P6 Professional from the edelivery web site.
- ✓ Microsoft .NET Framework 4 (x86 and x64) may already be installed on your system

#### Overview

Primavera P6 Professional R8.3 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>. See **Downloading P6 Professional.PDF** for detailed instructions.

#### Installation

To learn how to install Primavera P6 Professional standalone on your computer, see:

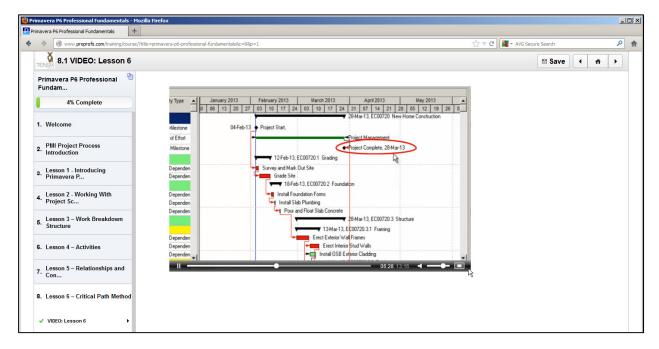
#### Primavera P6 Professional Installation Instructions.pdf

This is a file that is available for download as part of the course setup instructions.

# 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 R8.3.



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.

O Prima	vera P6 Professional R8.	2 : EC00515 (City Center Office Building A	ddition)	
Eile Edi	t <u>V</u> iew <u>P</u> roject E <u>n</u> terprise	<u>T</u> ools <u>A</u> dmin Help		
8	.   III 💽 🏞 🌆 🚠	. 🗟 🗉 🛍 🛍 🖄 . 🖌 🚍	· • • • •	3• # •
Pro	jects			
	ojects WBS Activitie	s		
	-			
•	✓ Layout: Projects     Proje	cts	Total Activities	Strategic F
	▲ Enterprise	All Initiatives	2254	
<b>着</b>	🗆 📣 E&C	Engineering & Construction	608	
	📄 EC00515	City Center Office Building Addition	71	
	💼 EC00530	Nesbid Building Expansion	71	
	Activit	ties Park	71	
	ELUU61U	Harbour Pointe Assisted Living Center	131	
	🚞 EC00620	Juniper Nursing Home	132	
	WB	S <sup>iommunity</sup>	132	
2	E 📣 9,	Linergy der Jices	689	
	🚞 NRG00870	Baytown, TX - Offline Maintenance Work	132	
	🚞 NRG00950	Red River - Refuel Outage	98	
2	🚞 NRG00800	Sunset Gorge - Routine Maintenance Work	132	
-	🚞 NRG00940	Sillersville - Refuel Outage	98	
	📄 NRG00820	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
<b>□</b>	Energ Delete Project Summaries	689

#### 3. File | Open method

Open Project				
Select Project Portfolio	All Projects			<u>Open</u>
∨ 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	2	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 Activiti Activity Entry						
$\nabla$	Bollon	n Lay	out tool group	ludgeted Labor Units		
00515 City	Center Offic		Trades - 5 Day Workweek	20110		
C00515.D&E	Design and		Trades - 5 Day Workweek	1330		
EC1000	Design 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

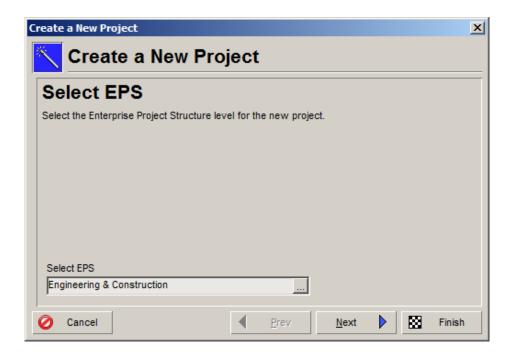
#### 2.1 Exercise:

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	l	
	🔶 E&C	Engineering & Construction	808		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	Open Project     Project Details     Summarize Project     Delete Project Summa     Of Cut	Ctrl+O ries Ctrl+X Ctrl+C	
-	\land Energy	Energy Services	Copy	Ctrl+V	
	NRG00870     NRG00950     NRG00950     NRG00800     NRG00940     NRG00820	Baytown, TX - Offline Maintenance Work Red River - Refuel Outage Sunset Gorge - Routine Maintenance Wor Sillersville - Refuel Outage Johnstown - Routine Maintenance Work	Fill Down       + Add       X Delete       IIII Columns	Ins Del	

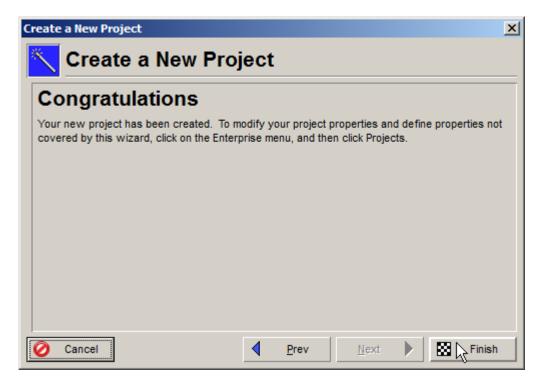


Create a New Project	×
Create a New Project	
Project Name	
Enter the Project ID and Project Name.	
The Project ID is a short, unique identifier for your project.	
Project ID	
EC00720	
Project Name	
New Home Construction	
⊘ Cancel   ▲ Prev   Next   ▶	

Create a New Project					×
🦰 Create a Nev	v Project				
Project Start ar	nd End Da	ates			
Specify the planned start date a	and must finish by (	date for the p	oroject.		
The Must Finish By date is the o as the project late finish date by		-	es must finis	sh. If ent	ered, it is used
Project Planned Start 04-Feb-13	Must Finish By				
🥝 Cancel	4	Prev	<u>N</u> ext		Finish



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



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

Pr	ojects				x
A	ctivities WBS Projec	ts			
	✓ Layout:Projects				
	Project ID	Project Name	Total Activities	Strategic Priority	ty February 2013 March 2013 April 2013 03 10 17 24 03 10 17 24 31 07 14 21 28 0
	A Enterprise	All Initiatives	2183		
			537	500	
	⊟	Engineering & Construction		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	
	EC00620	Juniper Nursing Home	132	100	
	EC00630	Saratoga Senior Community New Home Construction	132 0	100 500	
			689	500	
	□ ◆ Energy	Energy Services		500	
	💼 NRG00870	Baytown, TX - Offline Maintenance Work	132	1	
Į,	•			►	
	General Notebook Budget	Log Spending Plan Budget Summary Dat	es Funding Co	des Defaults Re	Resources Settings Calculations
	Schedule Dates				Anticipated Dates
	Project Planned Start	Must Finisl	n By		Anticipated Start
	04-Feb-13				
	Data Date	Finish			Anticipated Finish
	04-Feb-13				<u> </u>

# 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	Jan	uary 2	2013		Fel	bruary	2013		
		06	13	20	27	03	10	17	24	03
- 🚘 EC00720	New Home Construction			04-Fe	b-13	V	V 11	-Feb-1	13	
- 🔁 EC00720.1	Grading			04-Fe	b-13		08-F	eb-13		
- 🔁 EC00720.2	Foundation			04-Fe	b-13	<b>0</b>	15-Feb	-13		
🖻 🖶 EC00720.3	Structure			04-Fe	b-13		11	-Feb-1	13	
EC00720.3.1	Framing			04-Fe	b-13		11	-Feb-1	13	
- EC00720.3.2	Roof		04-Feb-13 🔳 05-Feb-13							
🖻 🖷 EC00720.3.3	Interior			04-Fe	b-13		11	-Feb-1	13	
- 🏊 EC00720.3.3.1	Mechanical			04-Fe	b-13	<b>0</b>	15-Feb	-13		
- EC00720.3.3.2	Electrical			04-Fe	b-13		06-Feb	o-13		
- 🍋 EC00720.3.3.3	Plumbing			04-Fe	b-13		07-Fe	:b-13		
EC00720.3.3.4	Drywall			04-Fe	b-13		11	-Feb-1	13	
EC00720.3.3.5	Decor			04-Fe	b-13		08-F	eb-13		
EC00720.3.4	Exterior		04-Feb-13 🔲 06-Feb-13							
EC00720.4	Landscaping			04-Fe	b-13	04	1-Feb-	13		
5 EC00720.4	Landscaping			U4-Fe	D-13	I U2	ŀ⊦eb-`	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:

Ocolumns				
✓ Available Options		Selected Options		🖌 ок
<ul> <li>Activity Codes - Global</li> </ul>		Activity ID		
+ Activity Steps		Activity Name	- A	🧭 Cancel
+ Costs		Activity Type		
+ Dates	▶	Original Duration	<b>•</b>	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 Hon	ne 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 Gradin	ng				
A1030	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 Found	lation				
A1050	Install foundation forms	Task Dependent	2	4-Feb-13	5-Feb-13
A1060	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 Struct	ure				
EC00720.3.1 Fra	aming				
A1080	Erect exterior wall frames	Task Dependent	6	4-Feb-13	11-Feb-13
A1090	Erect interior stud walls	Task Dependent	4	4-Feb-13	7-Feb-13
A1100	Install OSB exterior cladding	Task Dependent	2	4-Feb-13	5-Feb-13
EC00720.3.2 Ro	of				
A1110	Install trusses	Task Dependent	2	4-Feb-13	5-Feb-13
A1120	Install roof sheeting	Task Dependent	1	4-Feb-13	4-Feb-13
A1130	Install paper and shingles	Task Dependent	2	4-Feb-13	5-Feb-13
EC00720.3.3 Int	erior				
EC00720.3.3.1	Mechanical				
A1140	Install HVAC Ducting	Task Dependent	2	4-Feb-13	5-Feb-13
A1150	Install HVAC Unit	Task Dependent	1	4-Feb-13	4-Feb-13
EC00720.3.3.2	Electrical				
A1160	Install breaker box and rough wire	Task Dependent	3	4-Feb-13	6-Feb-13
A1170	Finish Wiring	Task Dependent	3	4-Feb-13	6-Feb-13
EC00720.3.3.3	Plumbing				
A1180	Install rough plumbing lines	Task Dependent	4	4-Feb-13	7-Feb-13
EC00720.3.3.4	Drywall				
A1190	Rock walls and ceilings	Task Dependent	3	4-Feb-13	6-Feb-13
A1200	Tape and mud walls and ceilings	Task Dependent	6	4-Feb-13	11-Feb-13
EC00720.3.3.5	Décor				
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
A1230	Install kitchen cabinets	Task Dependent	5	4-Feb-13	8-Feb-13
EC00720.3.4 Ext	terior				
A1240	Install Windows	Task Dependent	2	4-Feb-13	5-Feb-13
A1250	Install Siding	Task Dependent	3	4-Feb-13	6-Feb-13
EC00720.4 Lands	-				
A1260	Lay turf and plant trees	Task Dependent	1	4-Feb-13	4-Feb-13

The final schedule should appear similar to the following:

Layou	ut: Gantt Chart		Filter:	AllActivities	}		
ctivity ID		Activity Name	Activity Type	Original Duration		Finish	Jan 27 Feb 03 Feb M T W T F S S M T W T F S S M T V
ECO	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	
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	na		5	04-Feb-13	08-Feb-13	
	A1030	Survey and Mark Out Site	Task Dependent		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	_	04-Feb-13	05-Feb-13	
	A1060	Install Slab Plumbing	Task Dependent		04-Feb-13	04-Feb-13	
	A1070	Pour and Float Slab Concrete	Task Dependent		04-Feb-13	04-Feb-13	
E	C00720.3 Struc		<b>F</b>		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	-			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	
Ē		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	
E		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	
E					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	
- E	C00720.4 Land		, and a opendorit		04-Feb-13	06-Feb-13	
	A1260	Lay Turf and Plant Trees	Task Dependent		04-Feb-13	06-Feb-13	
		Set out Lawn Turf	r dak proportabilit	0	5410013	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 New	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 Gr	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	L Mechanical				
A1140	Install HVAC Ducting	A1150	Install HVAC Unit	SS	0
A1150	Install HVAC Unit	A1020	Project Complete	FF	0
EC00720.3.3.2	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	B Plumbing				
A1180	Install Rough Plumbing Lines	A1190	Install Drywall Sheeting	FS	0
EC00720.3.3.4	I 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	1 Exterior				
A1240	Install Windows	A1250	Install Siding	FS	0
A1250	Install Siding	A1260	Lay Turf and Plant Trees	FS	0
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.

	]• # .]	II Q K	🗞 😵 🖬 🖬	Ē·. ∫•, ⊂,
			Jule (F9)	
vities	3			
inal tion	Start	Finish	Jan 27 M T W T F S	Feb 03 S M T W T F S

Project(s) to schedule	1		Cancel
Current Data Date	04-Feb-13		Schedule
		2	View Log
Project Forecast Start Date		•	Help
Set Data Date and Planned Start to Proje	ct 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:

✓ Lay	out: (	Gantt Chart		Filter:	AllActivitie	S				_							
ctivity			Activity Name	Activity Type	Original Duration		Finish	13 20	27	F		ry 2013		03	March	2013	
EC	:0072	20. New Hom	e Construction		39	04-Feb-13	28-Mar-13			-							,
	A100		Project Start	Start Milestone		04-Feb-13	Lonario	1		1							
	A101		Project Management	Level of Effort		04-Feb-13	28-Mar-13	1	F								e i
	A102		Project Complete	Finish Milestone	0		28-Mar-13										-
		0720.1 Grad	· · ·	T II NOT THIO COTIO	-	04-Feb-13	12-Feb-13			-	_						
		.1030	Survey and Mark Out Site	Task Dependent		04-Feb-13	05-Feb-13		·[	1							
		1040	Grade Site	Task Dependent		06-Feb-13	12-Feb-13	1		¢,							
		0720.2 Four		r ask Dependent		13-Feb-13	12-Feb-13				Γ.	_					
		0720.2 Four 1050	Install Foundation Forms	Task Dependent		13-Feb-13	14-Feb-13										
		1060	Install Slab Plumbing	Task Dependent	-	15-Feb-13	15-Feb-13					4					
		1060	Pour and Float Slab Concrete	Task Dependent		15-Feb-13 18-Feb-13	15-Feb-13 18-Feb-13					L					
				Task Dependent									7 1				_
_		0720.3 Struc				28-Feb-13	28-Mar-13						12		_	,	1
	E	C00720.3.1 A1080	Framing Erect Exterior Wall Frames	Task Dependent		28-Feb-13 28-Feb-13	13-Mar-13 07-Mar-13										
				· ·										5	_		
		A1090	Erect Interior Stud Walls	Task Dependent		08-Mar-13	13-Mar-13	<b>.</b>									
		A1100	Install OSB Exterior Cladding	Task Dependent		08-Mar-13	11-Mar-13							-			
=	E	C00720.3.2				08-Mar-13	14-Mar-13										
		A1110	Install Trusses	Task Dependent		08-Mar-13	11-Mar-13							-	Щ.		
		A1120	Install Roof Sheeting	Task Dependent		12-Mar-13	12-Mar-13								1		
		A1130	Install Paper and Shingles	Task Dependent		13-Mar-13	14-Mar-13										
		C00720.3.3				08-Mar-13	28-Mar-13									_	1
			.3.1 Mechanical			15-Mar-13	18-Mar-13	1									
	_	A1140	Install HVAC Ducting	Task Dependent	-	15-Mar-13	18-Mar-13										
		A1150	Install HVAC Unit	Task Dependent		15-Mar-13	15-Mar-13										
	Ξ_		3.2 Electrical		-	08-Mar-13	15-Mar-13	<b>.</b>									
		A1160	Install Breaker Box and Rough Wiring	Task Dependent		08-Mar-13	12-Mar-13							-	Π.		
		A1170	Finish Wiring	Task Dependent		13-Mar-13	15-Mar-13								<b>4</b> -0		
	Ξ_	EC00720.3	3.3 Plumbing			08-Mar-13	13-Mar-13							1			
		A1180	Install Rough Plumbing Lines	Task Dependent	4	08-Mar-13	13-Mar-13							_ La.	<b>#</b>		
	Ξ_	EC00720.3			-	14-Mar-13	21-Mar-13	J		_						<b></b>	
		A1190	Install Drywall Sheeting	Task Dependent	-	14-Mar-13	18-Mar-13										
		A1200	Tape and Mud	Task Dependent	6	14-Mar-13	21-Mar-13								╘╾═		
		EC00720.3				22-Mar-13	28-Mar-13										7
		A1210	Install Doors	Task Dependent	2	22-Mar-13	25-Mar-13									-	
		A1220	Door Casings and Baseboards	Task Dependent	3	26-Mar-13	28-Mar-13	1								└╾▇	
		A1230	Install Kitchen	Task Dependent	5	22-Mar-13	28-Mar-13									L <sub>P</sub> -	
	E	C00720.3.4	Exterior		5	12-Mar-13	18-Mar-13								-	-	- l
		A1240	Install Windows	Task Dependent	2	12-Mar-13	13-Mar-13								╘╾┫		ł
		A1250	Install Siding	Task Dependent	3	14-Mar-13	18-Mar-13	1							╘━(		1
Ξ	EC0	0720.4 Land	Iscaping		3	19-Mar-13	21-Mar-13	1							Γ		- j
	Α	1260	Lay Turf and Plant Trees	Task Dependent	3	19-Mar-13	21-Mar-13	1								+	1
	F	C00720 4 1	Set out Lawn Turf		0			1	1								

### 7 Lesson 7 – Resources

#### 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:

		December 10	Budgeted	Quantita
Activity ID	Activity Name	Resource ID	Units / Time	Quantity
A1010	Project Management	Foreman	8/d	1
A1030	Survey and Mark Out Site	Surveyor	8/d	1
A1040	Grade Site	Operator	8/d	1
A1050	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.

### 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	Ē	Close
🖬 🚘 Lesson 8 - New Home Construction		
Lesson 8 - New Home Construction - B1	÷	Add
	×	Delete
	8	Сору
		Update
	►	Restore
Baseline Name Lesson 8 - New Home Construction - B1	•	Help
1		
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.

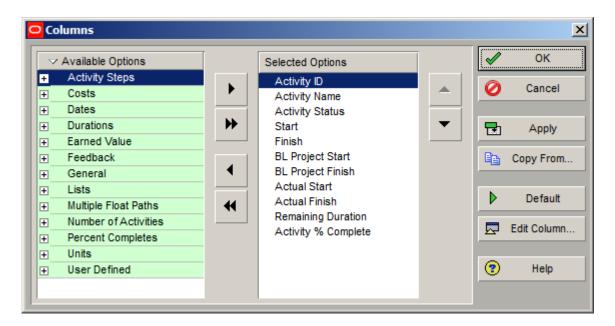
Assign Baselines		×
Project	<ul> <li>Image: A start of the start of</li></ul>	ОК
EC00720-4 : Lesson 8 - New Home Construction	0	Cancel
Project Baseline Lesson 8 - New Home Construction - B1	•	Help
User Baselines		
Primary		
Lesson 8 - New Home Construction - B1		
Secondary		
<none></none>		
Tertiary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

 $\label{eq:primavera} P6 \ Video \ Training \ Exercise \ Worksheet. \ Copyright \\ \textcircled{C} \ Ten \ Six \ Consulting, \ LLC. \ 2013. \ All \ rights \ reserved. \\$ 

### 9 Lesson 9 – Project Status

#### 9.1 Exercise:

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



- 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	Activity Name	Activity	Actual Start	Actual Finish	Activity %
ID		Status			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:

∠ La	yout: Status Lay	put		Filter:	AllActivities						
ctivit		Activity Name	Activity Status	Start	Finish	BL Project Start	BL Project Finish	Actual Start	Actual Finish	Remaining  A Duration	13         February 2013         N           20         27         03         10         17         24         03
	EC00720-5 Less	on 10 - New Home Construction - s	statused not sch	04-Feb-13 A	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-13 A
	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-13AL
	😑 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 A
	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-Fep-13 18-Feb-13
	EC00720-5.3	Structure		28-Feb-13	28-Mar-13	28-Feb-13	28-Mar-13			21	
E		.3.1 Framing		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
E	EC00720-5			08-Mar-13	14-Mar-13	08-Mar-13	14-Mar-13			5	1 1
	😑 A1110	Install Trusses	Not Started	08-Mar-13	11-Mar-13	08-Mar-13	11-Mar-13			2	08-Mar-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.

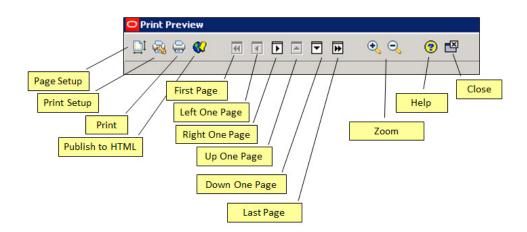
Note: This exercise data can be imported from the **Lesson 09** - **New Home Construction Project Part B.xer** file that is included in your training data package. See last page for import instructions. Your schedule should now appear similar to the following:

√ La	yout: Status Lavo	out		Filter:	AllActivities						
ctivity		Activity Name	Activity Status	Start	Finish	BL Project Start	BL Project Finish	Actual Start	Actual Finish	Remaining A Duration	February 2013         March 2013           27         03         10         17         24         03         10         17
	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	Project Start
	A1010	Project Management	In Progress	04-Feb-13 A	29-Mar-13	04-Feb-13	21-Mar-13	04-Feb-13		30	3A
-	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	13AL
	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
	🔲 A1060	Install Slab Plumbing	Not Started	18-Feb-13	18-Feb-13	15-Feb-13	15-Feb-13			1	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
	EC00720-5.3	Structure		01-Mar-13	29-Mar-13	28-Feb-13	28-Mar-13			21	
E	EC00720-5	3.1 Framing		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
	😑 A1090	Erect Interior Stud Walls	Not Started	11-Mar-13	14-Mar-13	08-Mar-13	13-Mar-13			4	11-Mar-13
	😑 A1100	Install OSB Exterior Cladding	Not Started	11-Mar-13	12-Mar-13	08-Mar-13	11-Mar-13			2	11-Mar-13 - 12-Mar
E	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
	😑 A1120	Install Roof Sheeting	Not Started	13-Mar-13	13-Mar-13	12-Mar-13	12-Mar-13			1 🗸	13-Mai-13

# **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.

Page Setup					2
Page	Margins	Header	Footer	Options	🖌 ок
Timescale Start:	17-	Sep-10			🧭 Cancel
Timescale Finish:	09-1	Nov-11			🛃 Apply
Print					Default
Activity Table		2			
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	ginner		162		
Code	Resource I	Name						
Project Code	WBS Code	Activity Code	Activity		Planned Units	Planned Duration	Planned Start Pla	inned Finish
RaymondK	Raymond M	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							
			Page	1 of 8				

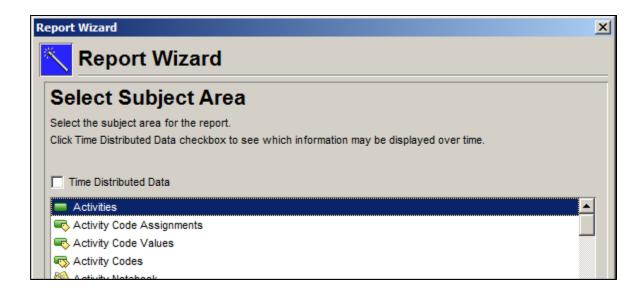
7. Locate and run the report named **PR-01 Resources on Open Project**. Load this report into an **Excel Spreadsheet**.

The results should appear as shown in the following figure:

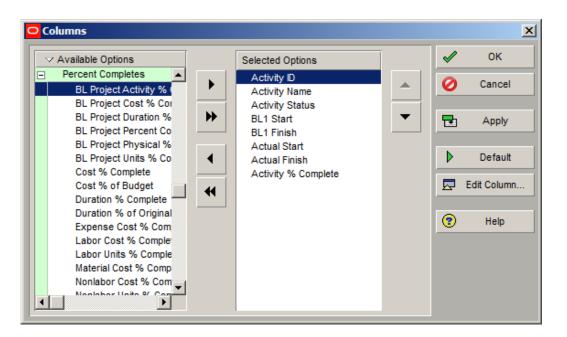
	А	В	С	D
1	PR-01 Resources on Open Projects			
2	Resource ID	Resource Name	Primary Role	Default Units / Time
З	RaymondK	Raymond Kudlow	Engineer	8/d
4	BalajiS	Balaji Sing	Engineer	8/d
5	LaurenA	Lauren Adams	Engineer	8/d
6	AlvinP	Alvin Price	Buyer	8/d
7	CarolD	Carol DeValio	Program Manager	8/d
8	FredW	Fred 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	als					<ul> <li>✓</li> <li>Ø</li> </ul>	OK Cancel
Show Summaries	s Only					·	Ganoor
							Apply
Group By	×	Delete					
Froup By	Indent	To Level	Group Interval	Font & Color			
VBS level 1		All		9 MS Sans Serif			Sort
WBS level 2				9 MS Sans Serif			
WBS level 3				9 MS Sans Serif			Default
WBS level 4				9 MS Sans Serif			
WBS level 5				9 MS Sans Serif		(?)	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: Filter	r				1	ОК
Display all rows	Parameter	ls	Value	High Value		
	(All of the following)	•			0	Cancel
Where	Activity Type	not equal to	Level of Effort			
						Apply
					÷	Add
					×	Delete
					ab	Cut
					Pa -	Сору
					Ê.	Paste
					•	* +
•				F	<b>?</b>	Help

**Report Title: Activity Status and Progress Report** 

Report Wizard	×
Keport Wizard	
Report Title	
Add a title for your report.	
Activity Status and Progress Report	

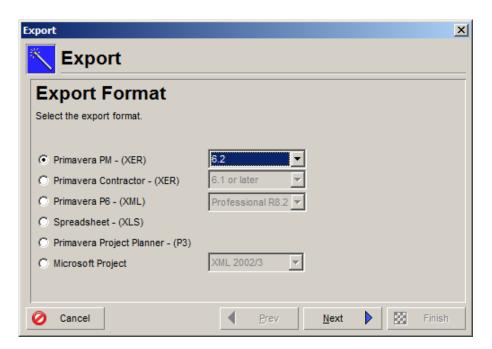
#### The final report should appear as follows:

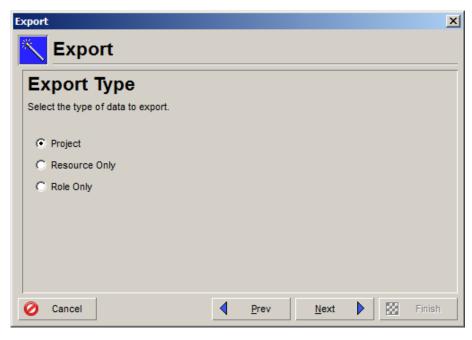
	Activity Status and Progress Report									
WBS Activity ID	Activity Name	Activity Status	BL1 Start	BL1 Fini sh	Actual Start	Actual Finish	Activity % Complete			
EC00515 City Center	Office Building Addition									
EC00515.D&E Des	ign and Engineering									
EC1000	Design Building Addition	Complet ed	01-No v-10	20-Jan-11	01-No v-10	19-Jan-11	100%			
EC1010	Start Office Building Addition Project	Complet ed	01-Nov-10		01-No v-10		0%			
EC1030	Review and Approve Designs	Complet ed	17-Jan-11	15-Feb-11	17-Jan-11	17-Feb-11	100%			
EC1050	Assemble Technical Data for Heat Pump	Complet ed	01-Mar-11	10-Mar-11	16-Feb-11		100%			
EC1160	Review Technical Data on Heat Pumps	Complet ed	24-Feb-11	04-Apr-11	24-Feb-11	06-Apr-11	100%			
EC00515.Found Fe										
EC1090	Begin Building Construction	Complet ed	01-Mar-11		28-Feb-11		0%			
EC1100	Site Preparation	Complet ed		25-Apr-11	23-Feb-11	18-Apr-11	100%			
EC1230	Excavation	Not Started	02-May-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 / Pour 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										
EC1390	Erect 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				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.





xport								×
🔨 Ex	port							
Proje	cts To Exp	ort						
The project	ts listed below are ope	n and can	be expo	rted.				
Open Proje	ects							
Export	Project ID	Projec	ct Name					
	EC00720	New	Home C	onstructi	on			
ľ								
			4	_		N	1.000	
🧭 Canc	el		<	Prev	Next			Finish

Export			×
Kernel Street Export			
File Name			
What is the name of the .xer file?			
File Name			
Primavera P6 Professiona/Data\New Home	e Construction.xer		
O Cancel	<b>∮</b> <u>P</u> rev	Next	Finish



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**

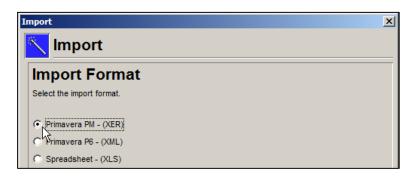
To save you time and some data entry, you can import the exercise data into your New Home Construction project using the .XER files provided with your Training Data Package. You can partially enter the exercise data to get some practice, but you don't have to input everything unless otherwise stated.

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.



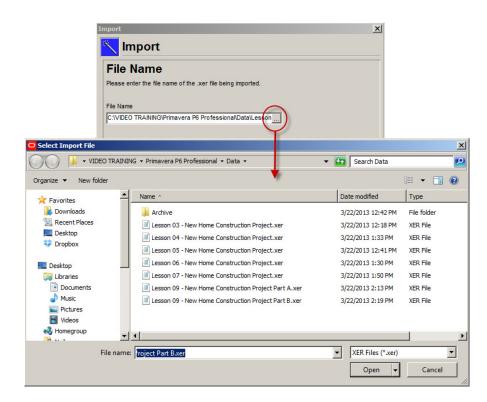
2. In the Import Format dialog, select Primavera PM – (XER).



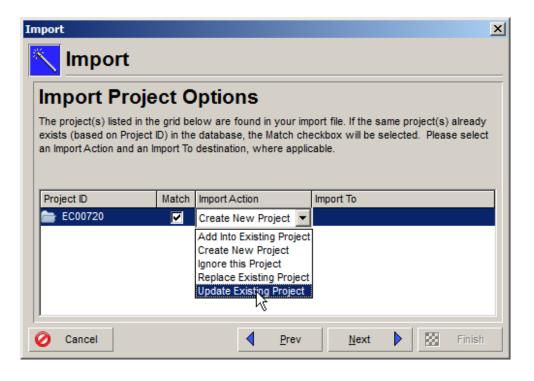
3. In the **Import Type** dialog, choose **Project**.



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.



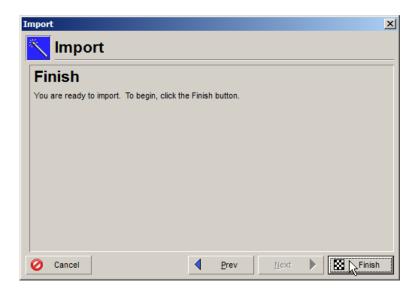
6. Now click in the **Import To** field and select the project to which to import the data.

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	exists (based or	sted in the n Project I	e grid be ID) in the	ptions low are found in your im a database, the Match ch destination, where appli	eckbox will be		 -
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✓ Display <u>S</u> earch							
Project ID	0	Project New H		Istruction	Total Activit	8 6	Finish
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7. In the **Update Project Options** dialog, click **Next** >.

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Update Project Options		
take wher	ifigurations 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 out configuration to use during the import. You may also Add, Remove or Modify a	
Use	Layout Name	
🝳 Yes	Default Configuration	
	Add Remove 🗔 Modify	
Cancel		

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.