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 **https://edelivery.oracle.com/.** 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

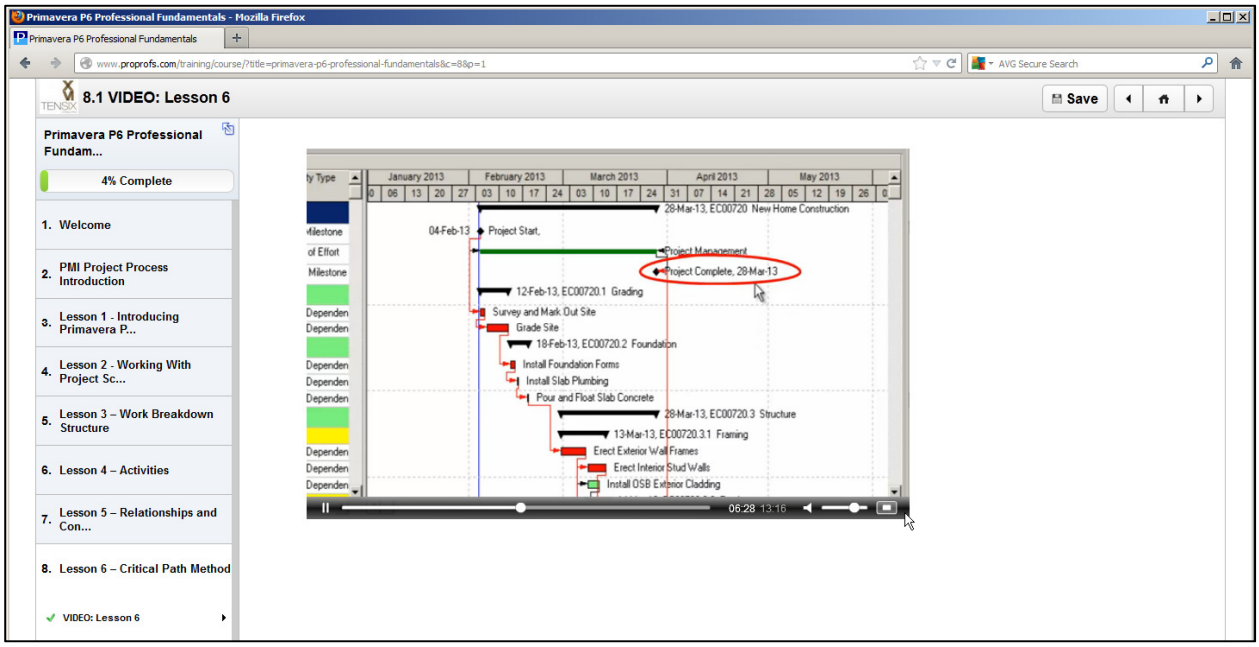
This is a file that is available for download as part of the course setup instructions.

Primavera P6 Video Training Exercise Worksheet. Copyright© Ten Six Consulting, LLC. 2013. All rights reserved.

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”.

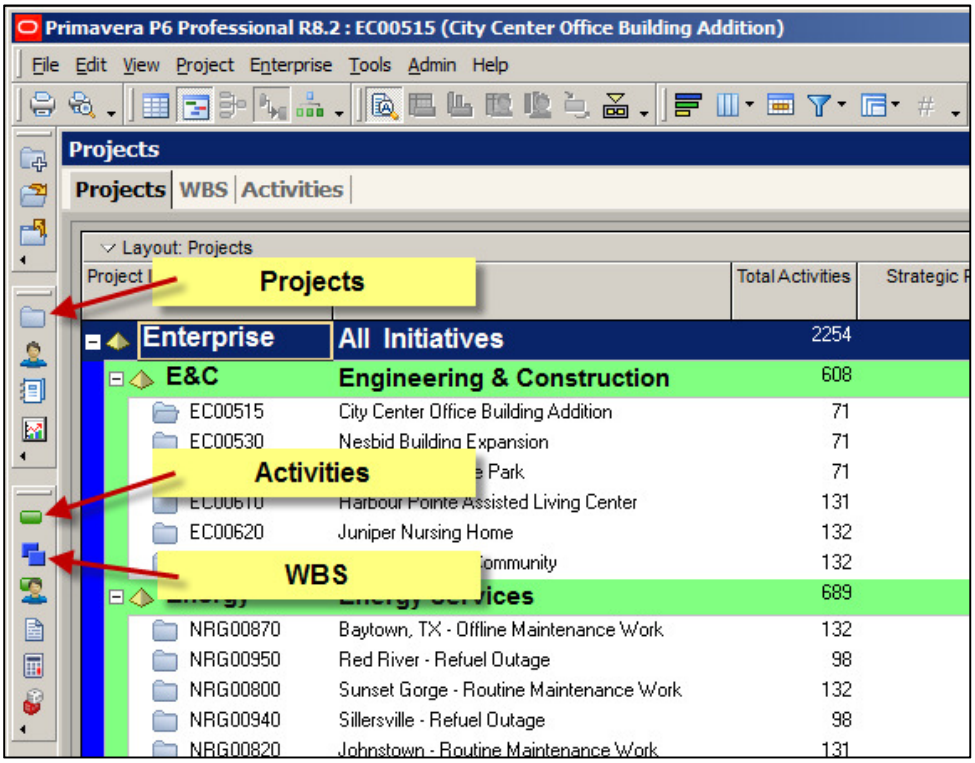
Important Note:

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:

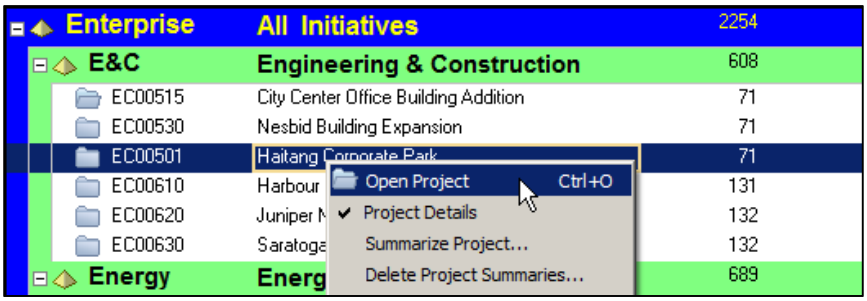
1. Using your own standalone copy of Primavera P6 Professional, familiarize yourself with the P6 interface. Access the main views such as the Projects view, WBS view and Activities view.



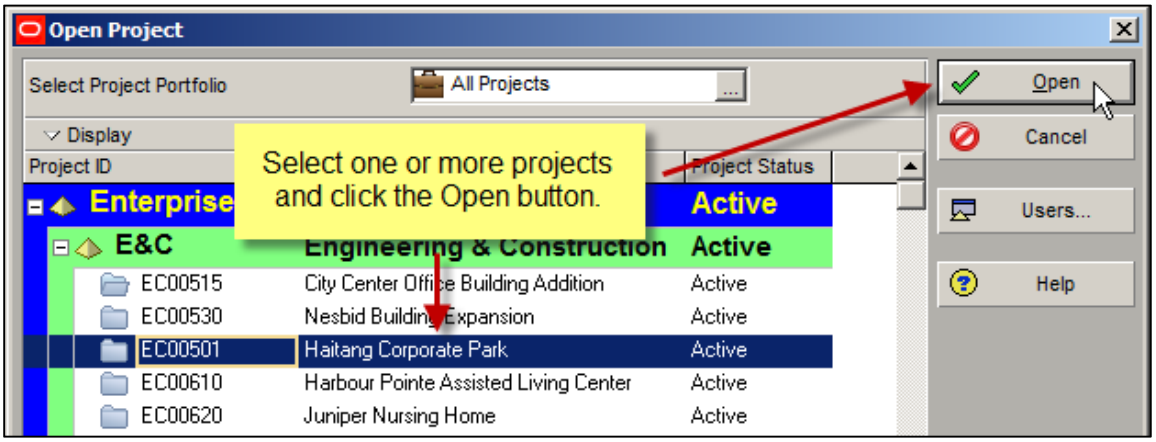
2. Open and close some select sample projects using the **right-click** and/or **File | Open** menu methods.

Right-click method

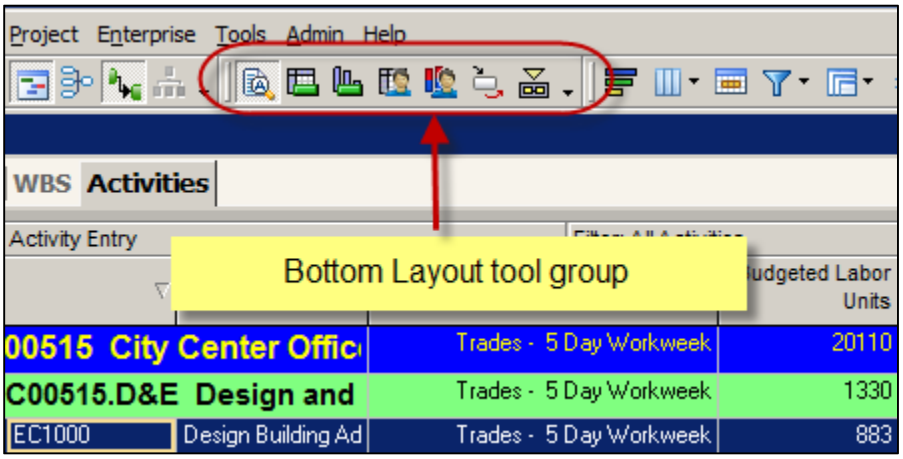
Select one or more projects and right-click to open them.



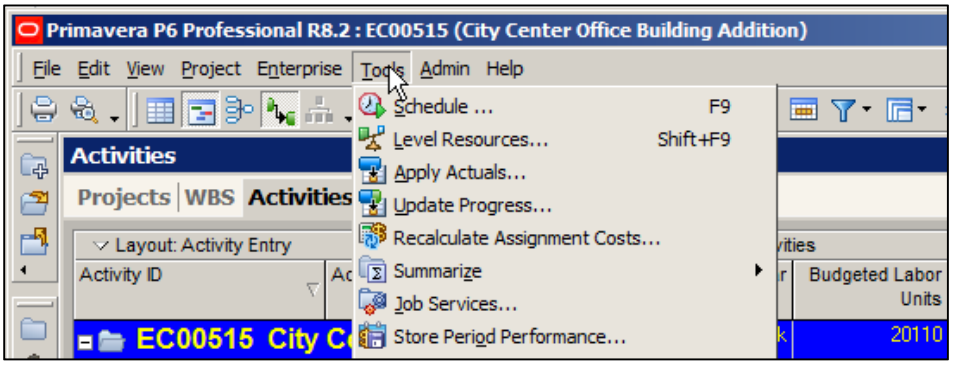
3. **File | Open method**



4. In the **Activities** view, select different views in the bottom layout area using the **Bottom Layout** tool group.



5. Explorer and familiarize yourself with the main menus of P6.



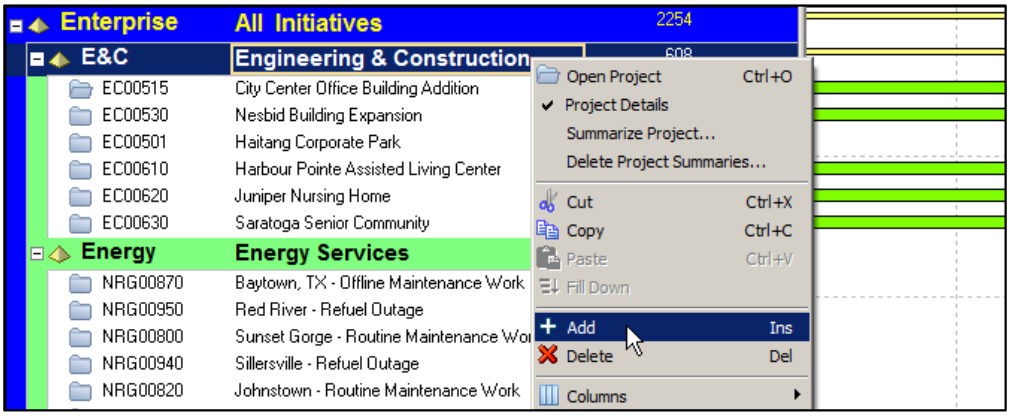
2 Lesson 2 – Working with Project Schedules

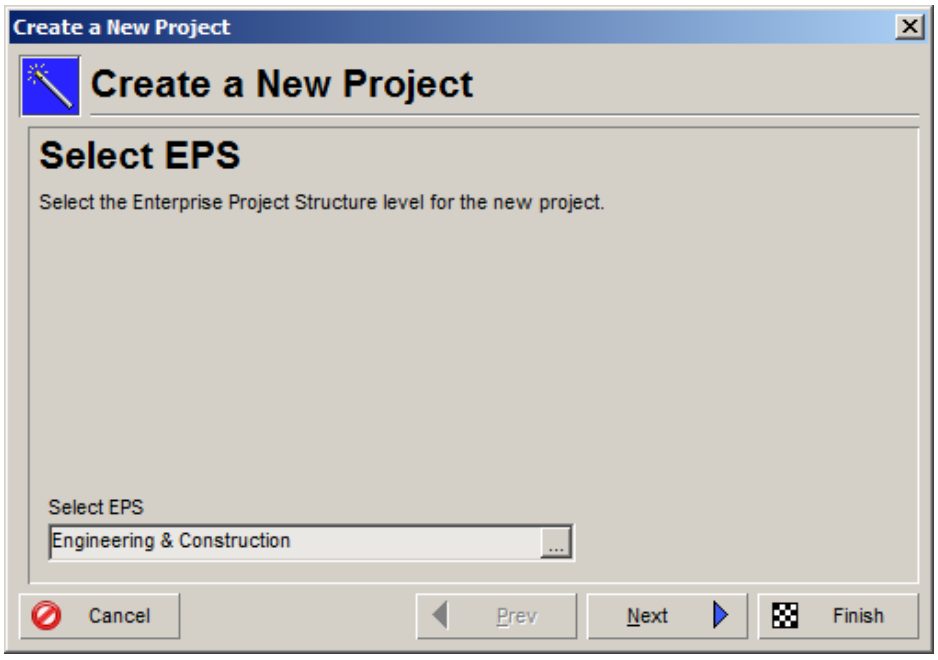
2.1 Exercise:

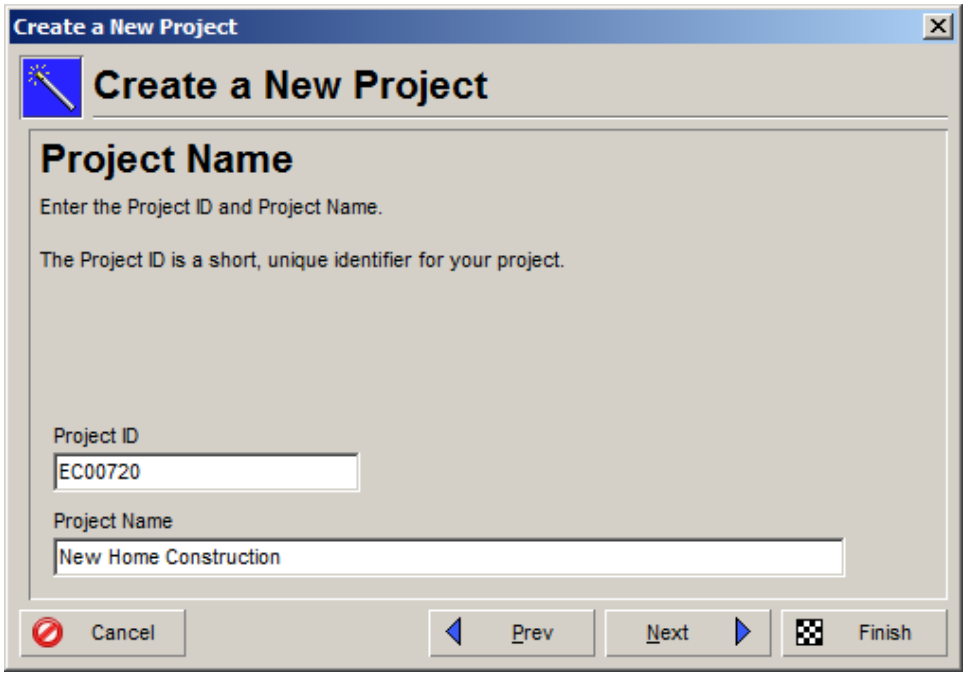
1. In the **Project**s view, use the **Add** button or right-click menu's **Add** option to run the "Create a new project" wizard. Create a project with the following attributes:

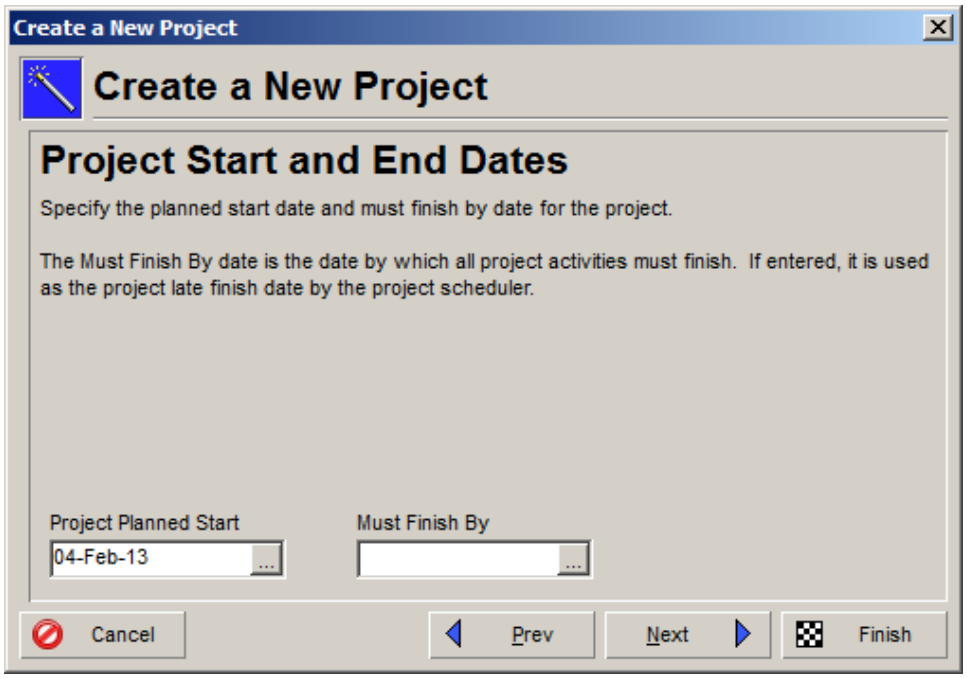
   EPS Node: E&C (Engineering and Construction)
   Project ID: EC00720
   Project Name: New Home Construction
   Project Planned Start: 04-FEB-2013
   Data Date: 04-FEB-2013 (typically will be automatically set to Project Planned Start)

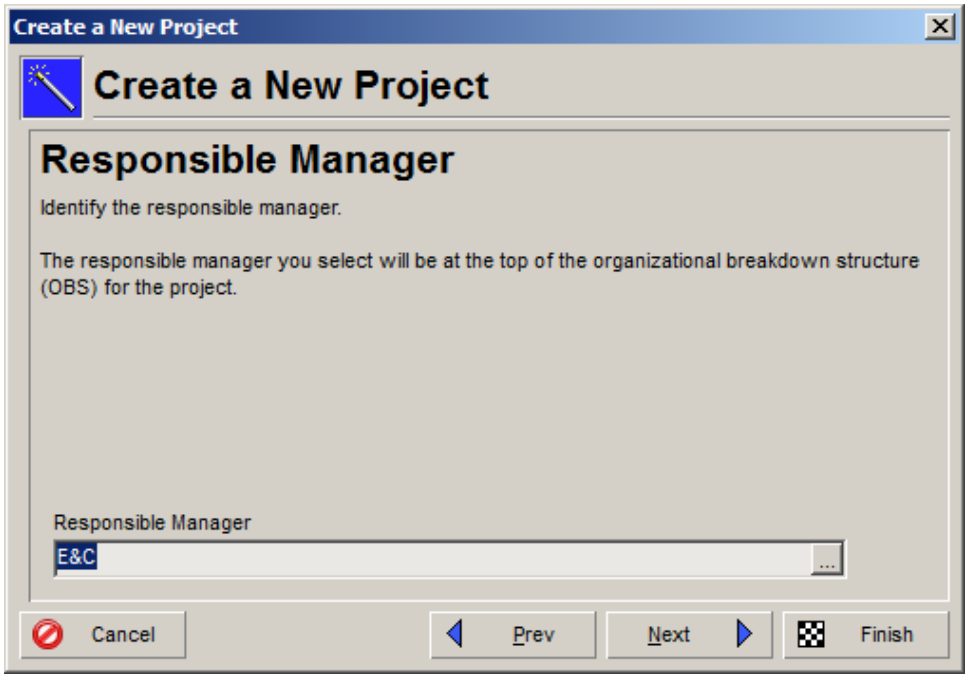
   These next images will help guide you through the process.

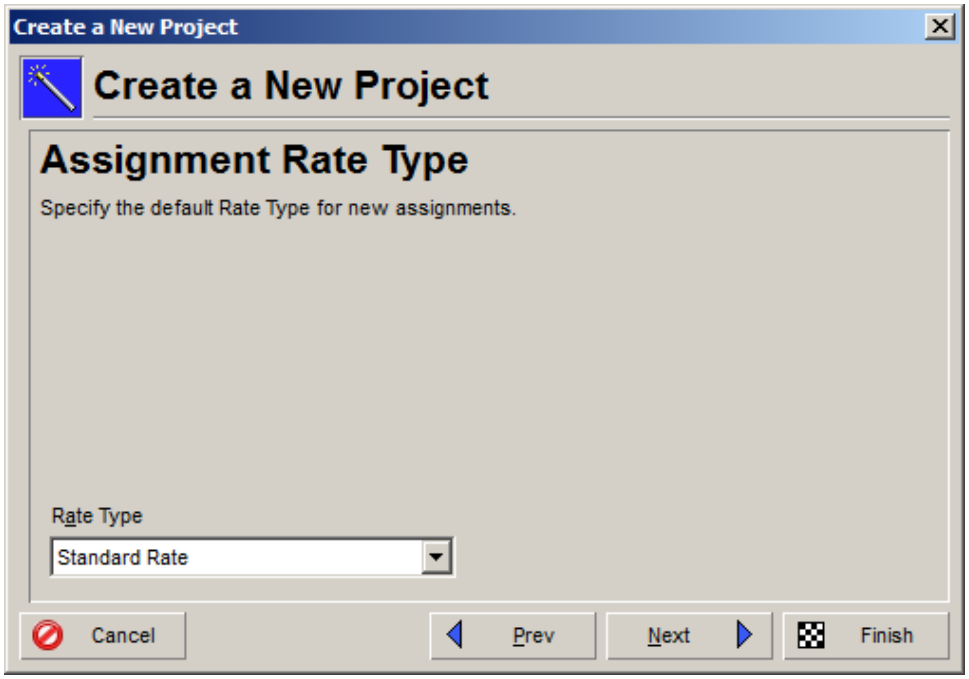


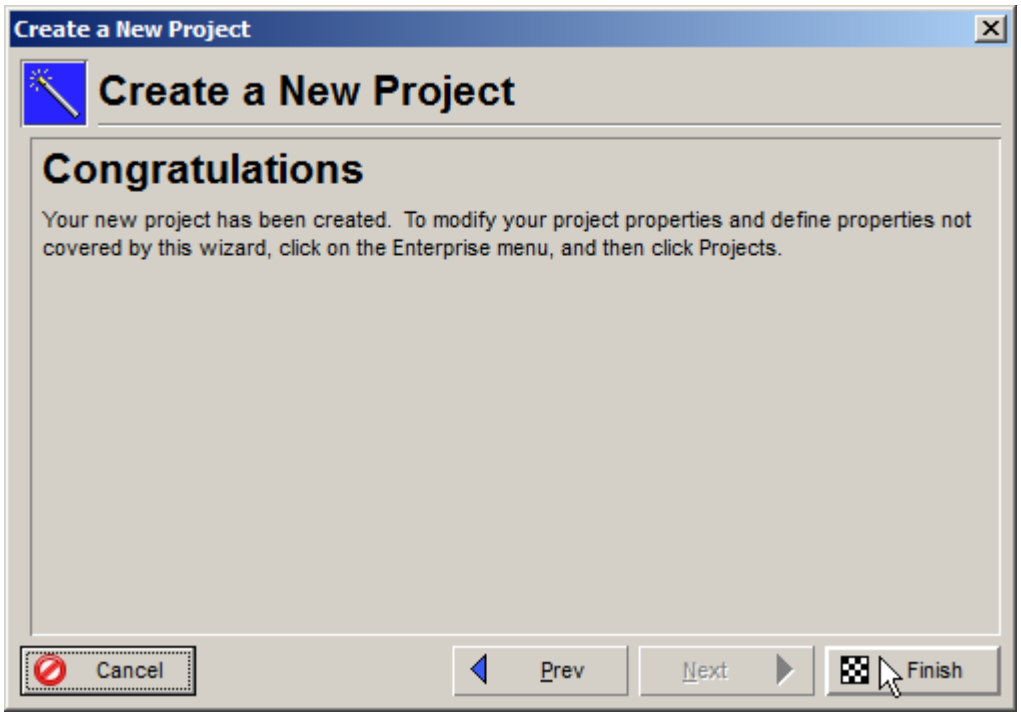



Create a New Project
Create a New Project
Project Name
Enter the Project ID and Project Name.
The Project ID is a short, unique identifier for your project.
Project ID
EC00720
Project Name
New Home Construction
Cancel
Prev
Next
Finish

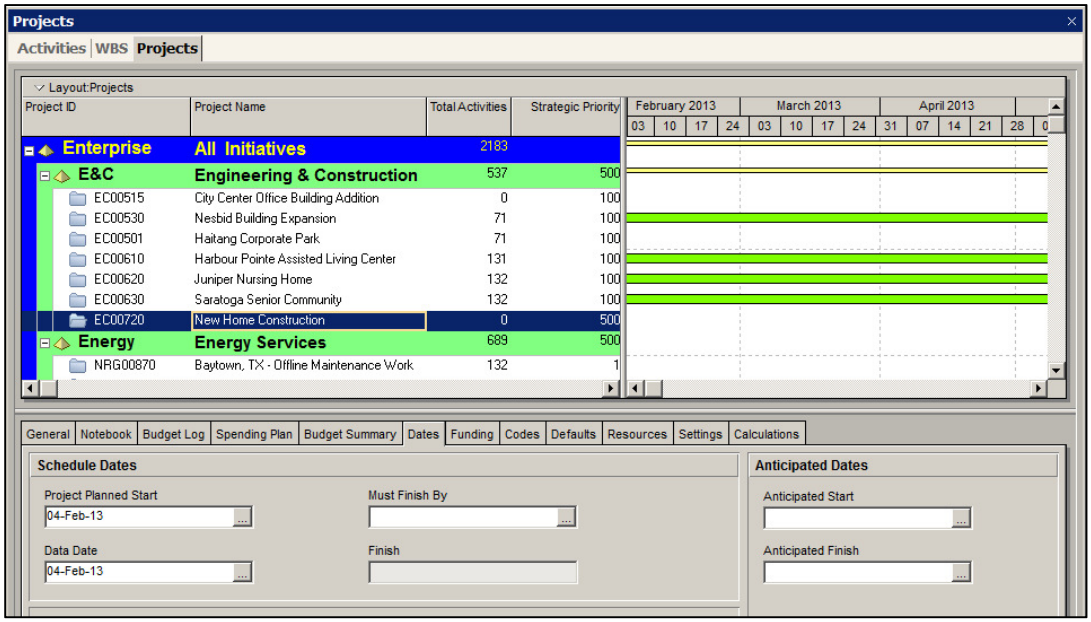

Create a New Project
Create a New Project
Project Start and End Dates
Specify the planned start date and must finish by date for the project.
The Must Finish By date is the date by which all project activities must finish. If entered, it is used as the project late finish date by the project scheduler.
Project Planned Start
04-Feb-13
Must Finish By
Cancel
Prev
Next
Finish


Create a New Project
Create a New Project
Responsible Manager
Identify the responsible manager.
The responsible manager you select will be at the top of the organizational breakdown structure (OBS) for the project.
Responsible Manager
E&C
Cancel
Prev
Next
Finish


Create a New Project
Create a New Project
Assignment Rate Type
Specify the default Rate Type for new assignments.
Rate Type
Standard Rate
Cancel
Prev
Next
Finish



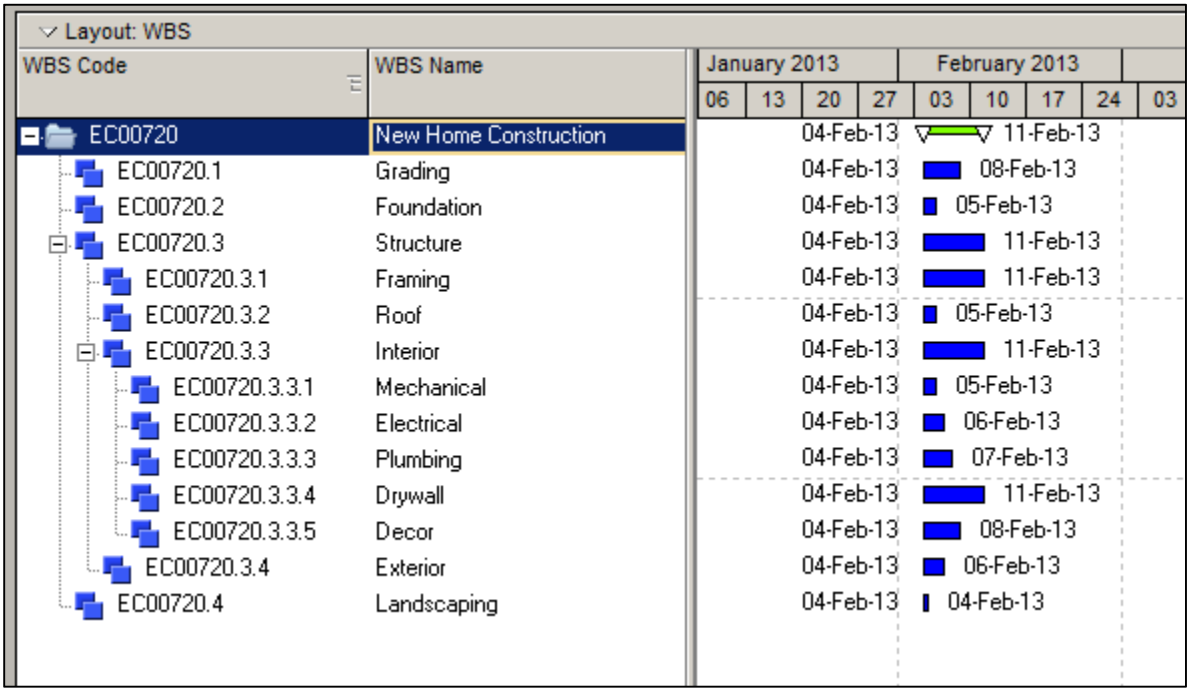
The final project should appear as follows in the Projects view:



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:



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.

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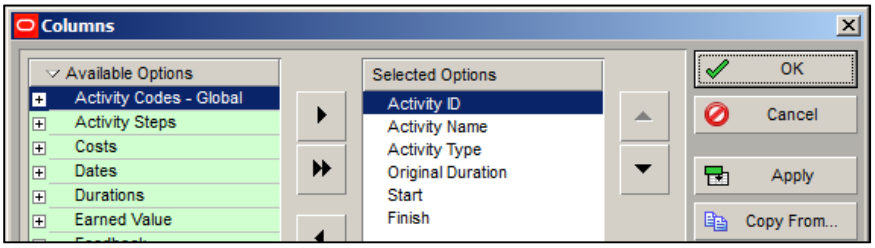
4 Lesson 4 – Activities

4.1 Exercise:

1. Create a new layout called **Activity Entry** with the following columns selected:



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 Home 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 Grading					
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 Foundation					
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 Structure					
EC00720.3.1 Framing					
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 Roof					
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 Interior					
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 Exterior					
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 Landscaping					
A1260	Lay turf and plant trees	Task Dependent	1	4-Feb-13	4-Feb-13

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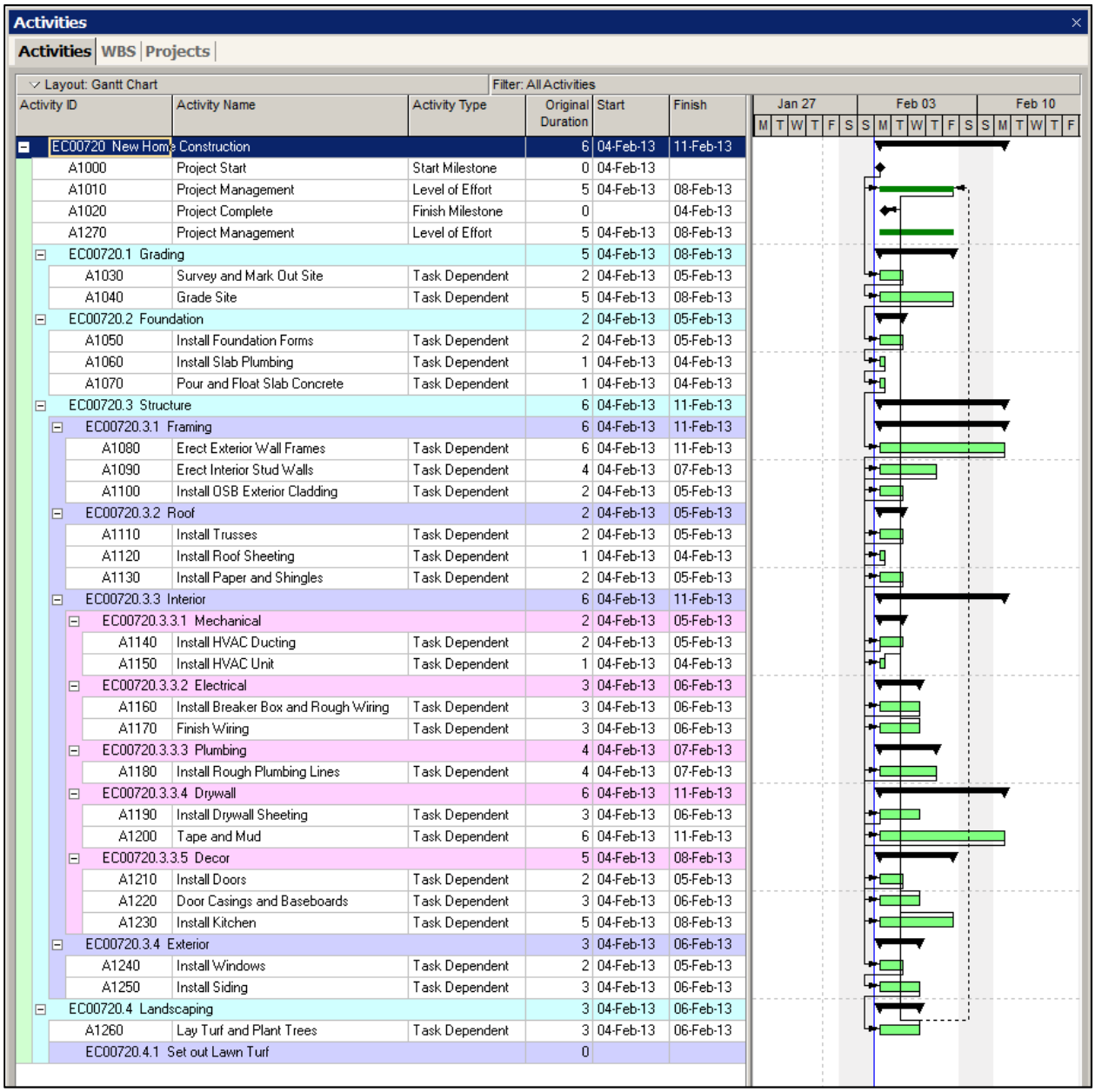
The final schedule should appear similar to the following:



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 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 Grading					
A1030	Survey and Mark Out Site	A1040	Grade Site	FS	0
A1040	Grade Site	A1050	Install Foundation Forms	FS	0
EC00720.2 Foundation					
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 Mechanical					
A1140	Install HVAC Ducting	A1150	Install HVAC Unit	SS	0
A1150	Install HVAC Unit	A1020	Project Complete	FF	0
EC00720.3.3.2 Electrical					
A1160	Inst. Brkr Box & Rough Wiring	A1170	Finish Wiring	FS	0
A1170	Finish Wiring	A1020	Project Complete	FF	0
EC00720.3.3.3 Plumbing					
A1180	Install Rough Plumbing Lines	A1190	Install Drywall Sheeting	FS	0
EC00720.3.3.4 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

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EC00720.3.3.5 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 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.

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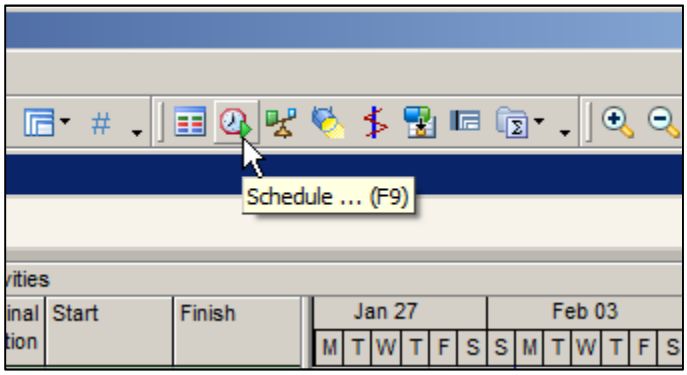
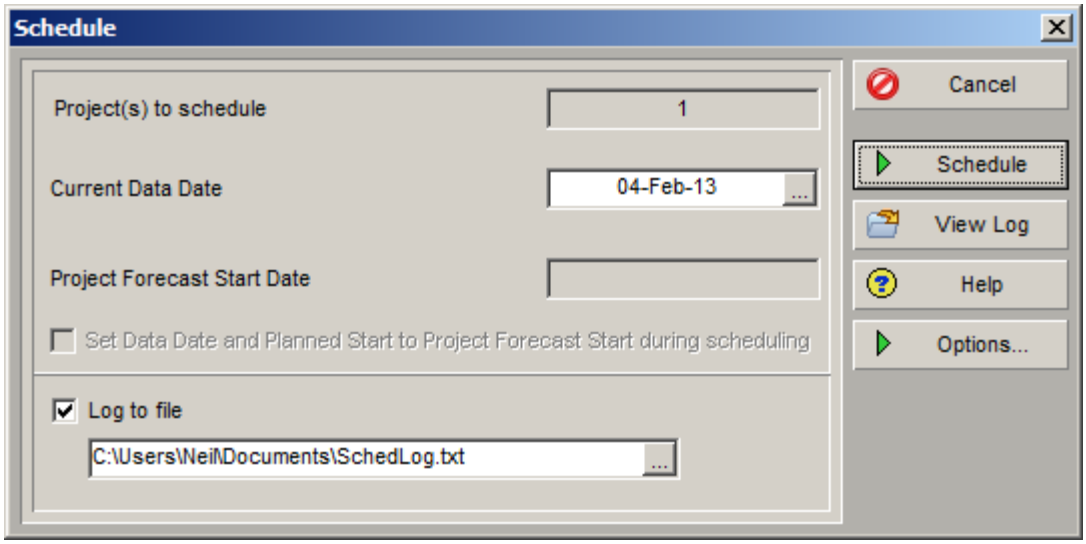
6 Lesson 6 – Critical Path Analysis

6.1 Exercise:

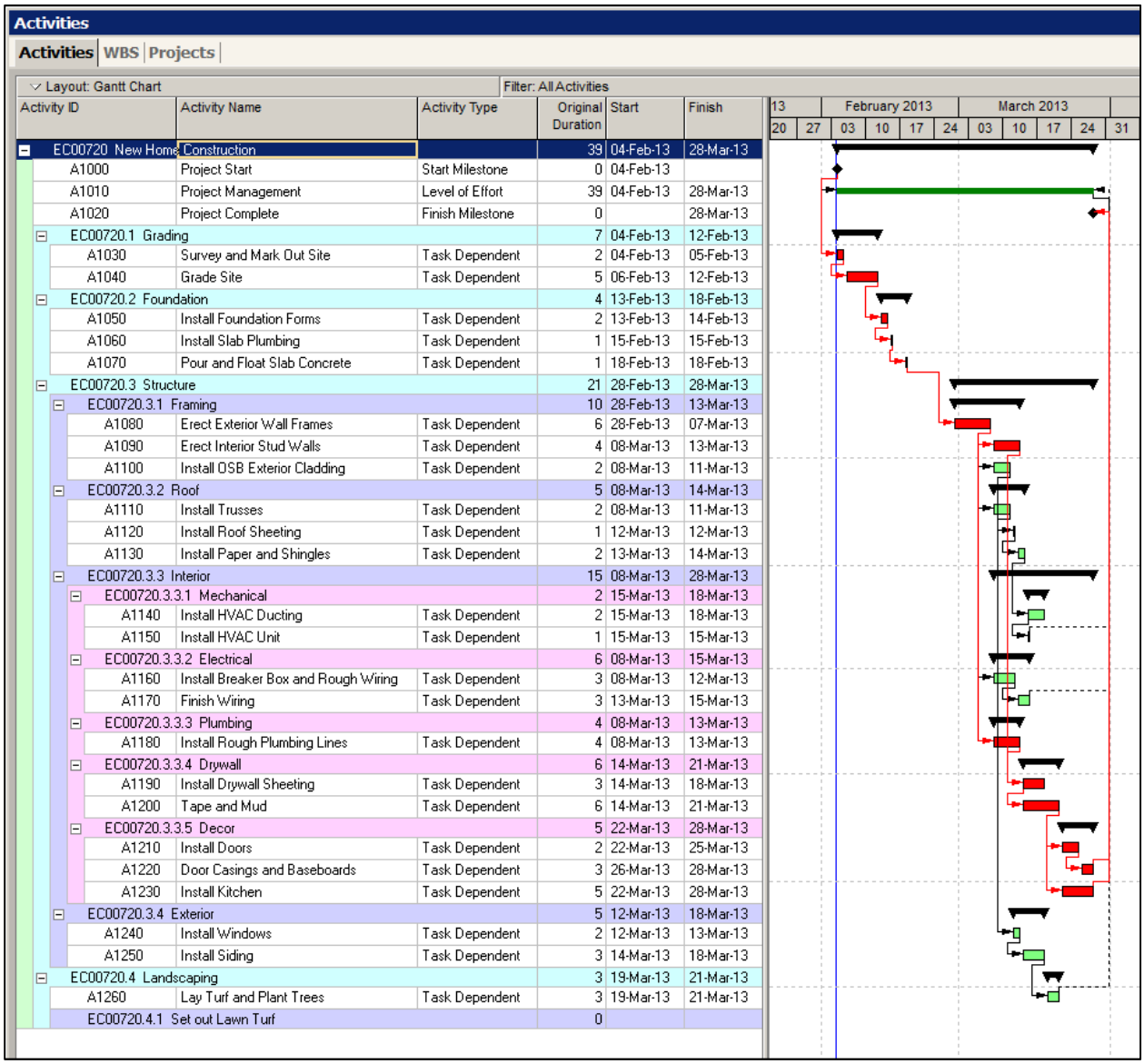
Perform a Schedule process on your copy of the New Home Construction project and verify the project planned finish date.





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:



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:

Activity ID	Activity Name	Resource ID	Budgeted 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

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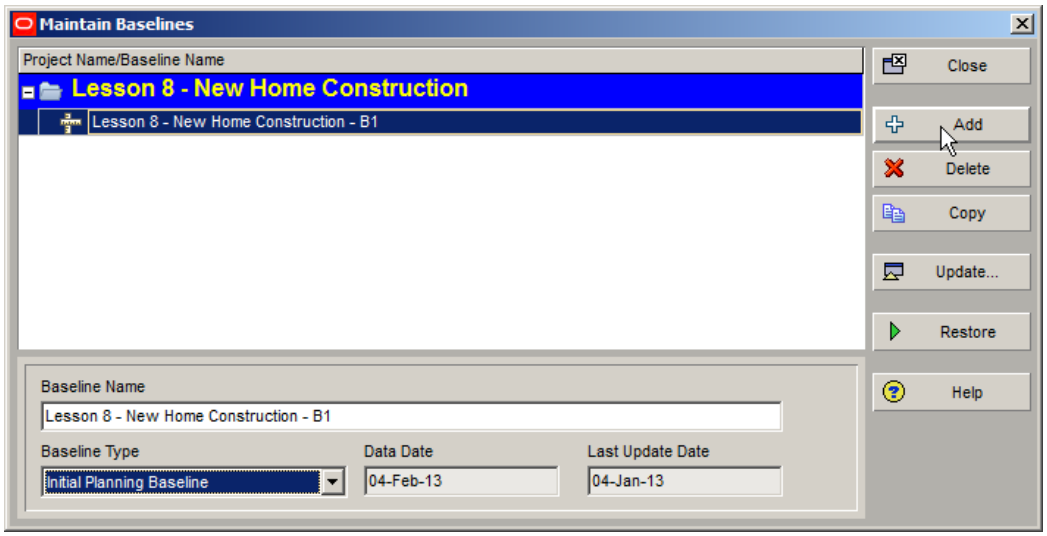
Note: This exercise data can be imported from the **Lesson 07 – New Home Construction Project.xer** file that is included in your training data package. See last page for import instructions.

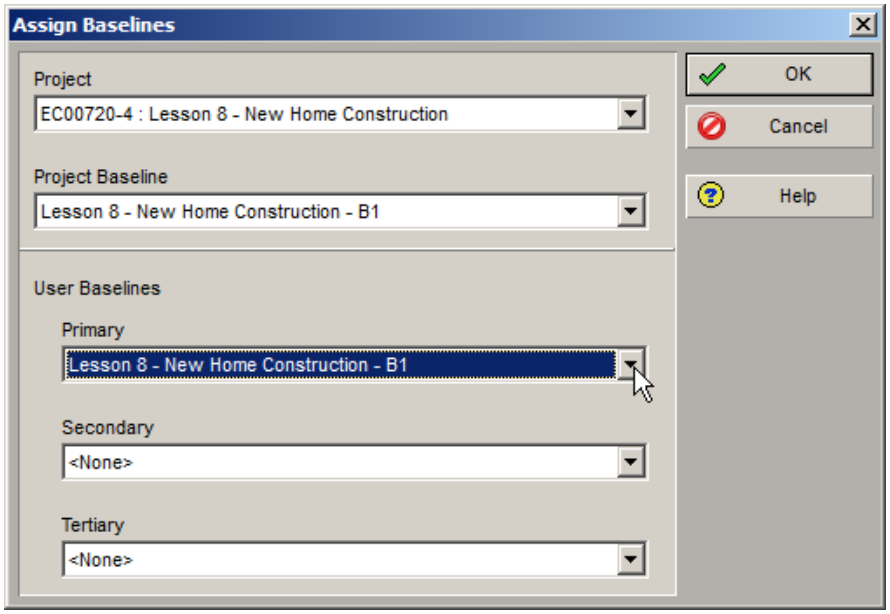
8 Lesson 8 – Baselines

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.



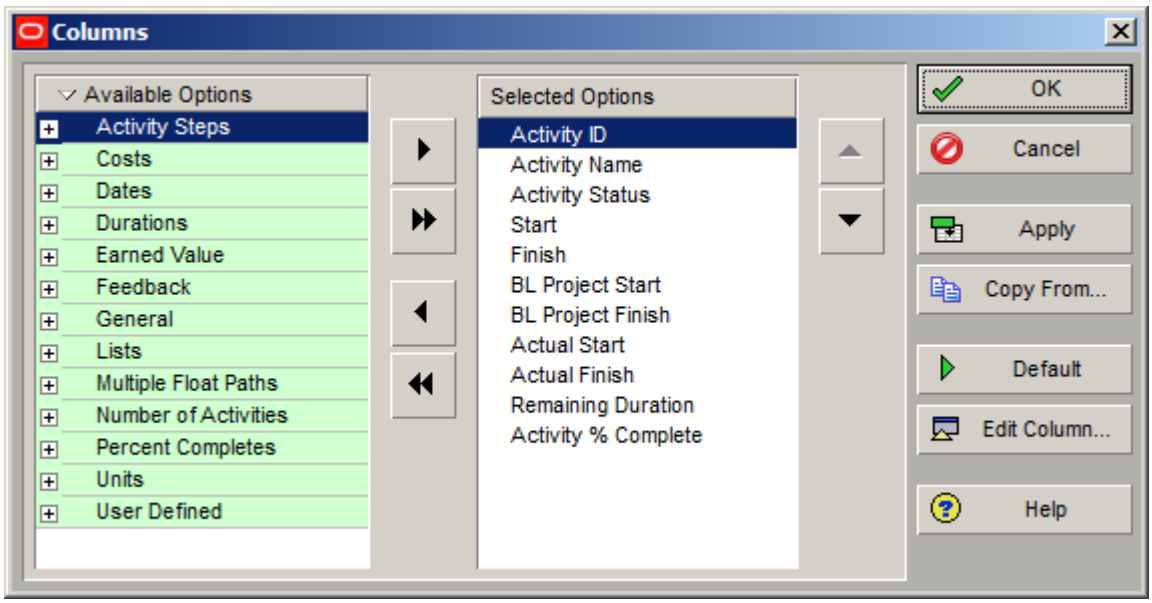
2. Assign your new baseline to the **Project Baseline** and **Primary Baseline** fields.



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 ID	Activity Name	Activity Status	Actual Start	Actual Finish	Activity % 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.

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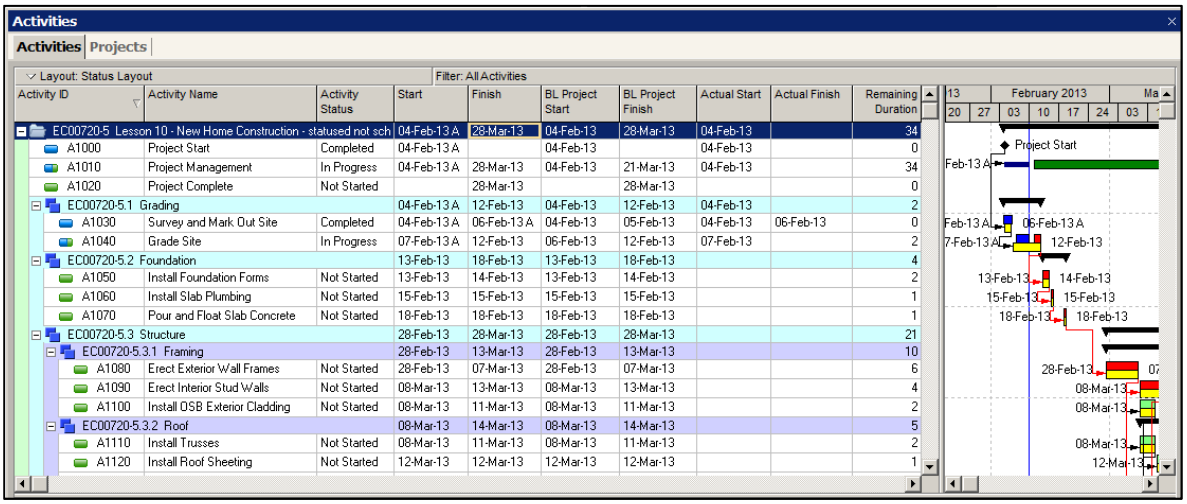
Your schedule should appear similar to the following:



7. Now enter the following status data for week 2 of the New Home Construction project:

Activity ID	Activity Name	Activity Status	Actual Start	Actual Finish	Activity % Complete
A1040	Grade Site	Completed	07-Feb-13	12-Feb-13	100%
A1050	Install Foundation Forms	Completed	13-Feb-13	14-Feb-13	100%

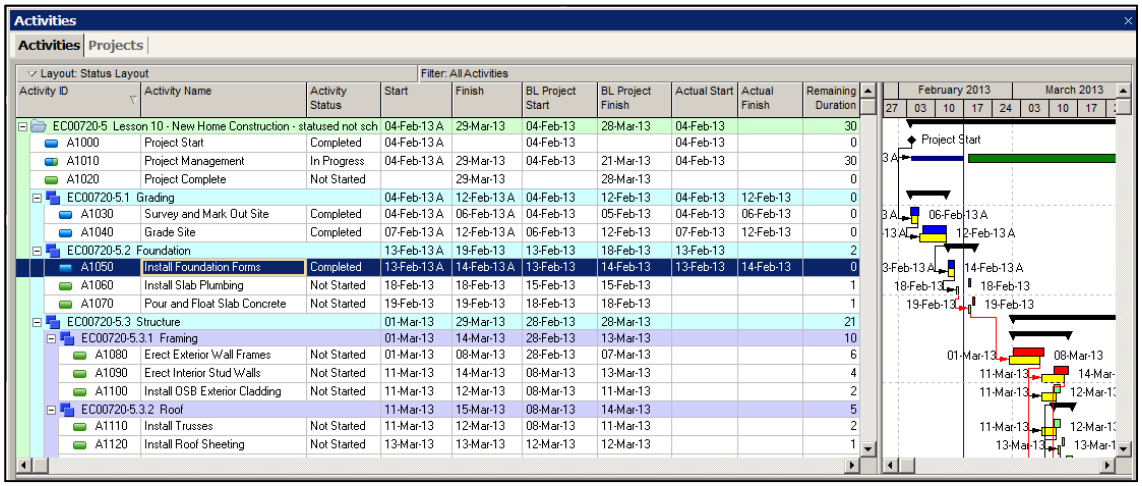
8. Open the **Schedule** dialog (F9).

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:

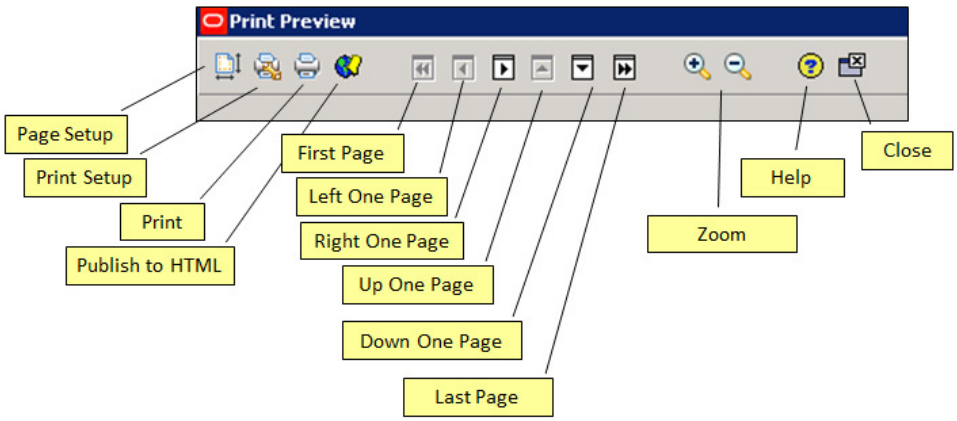


10 Lesson 10 - Publishing and Reporting

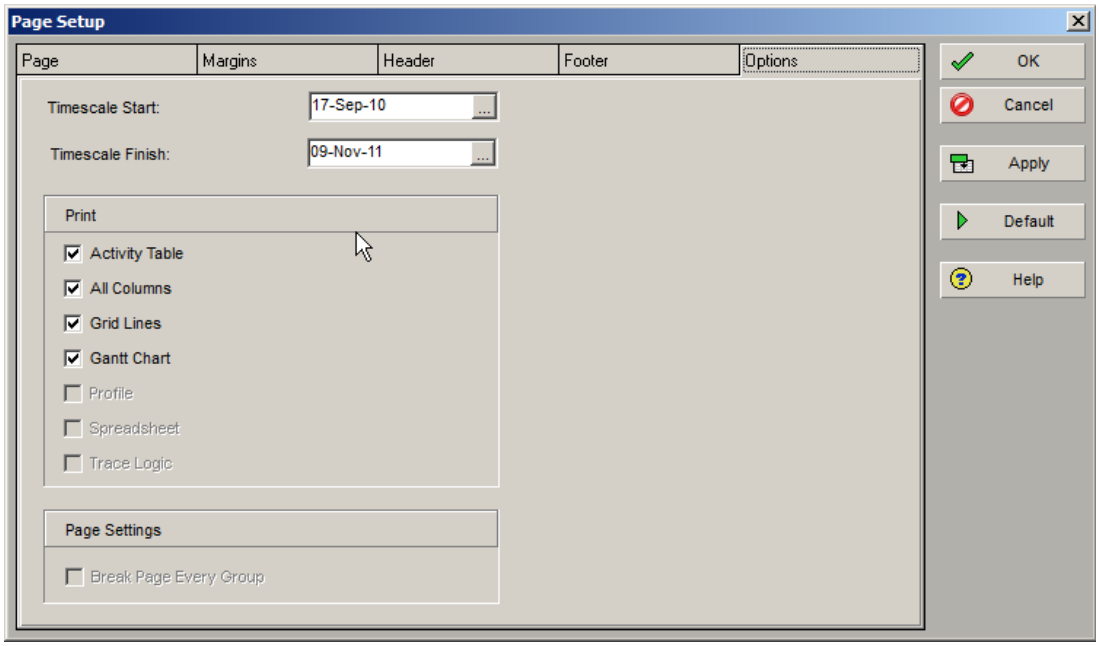
10.1 Exercise:

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.

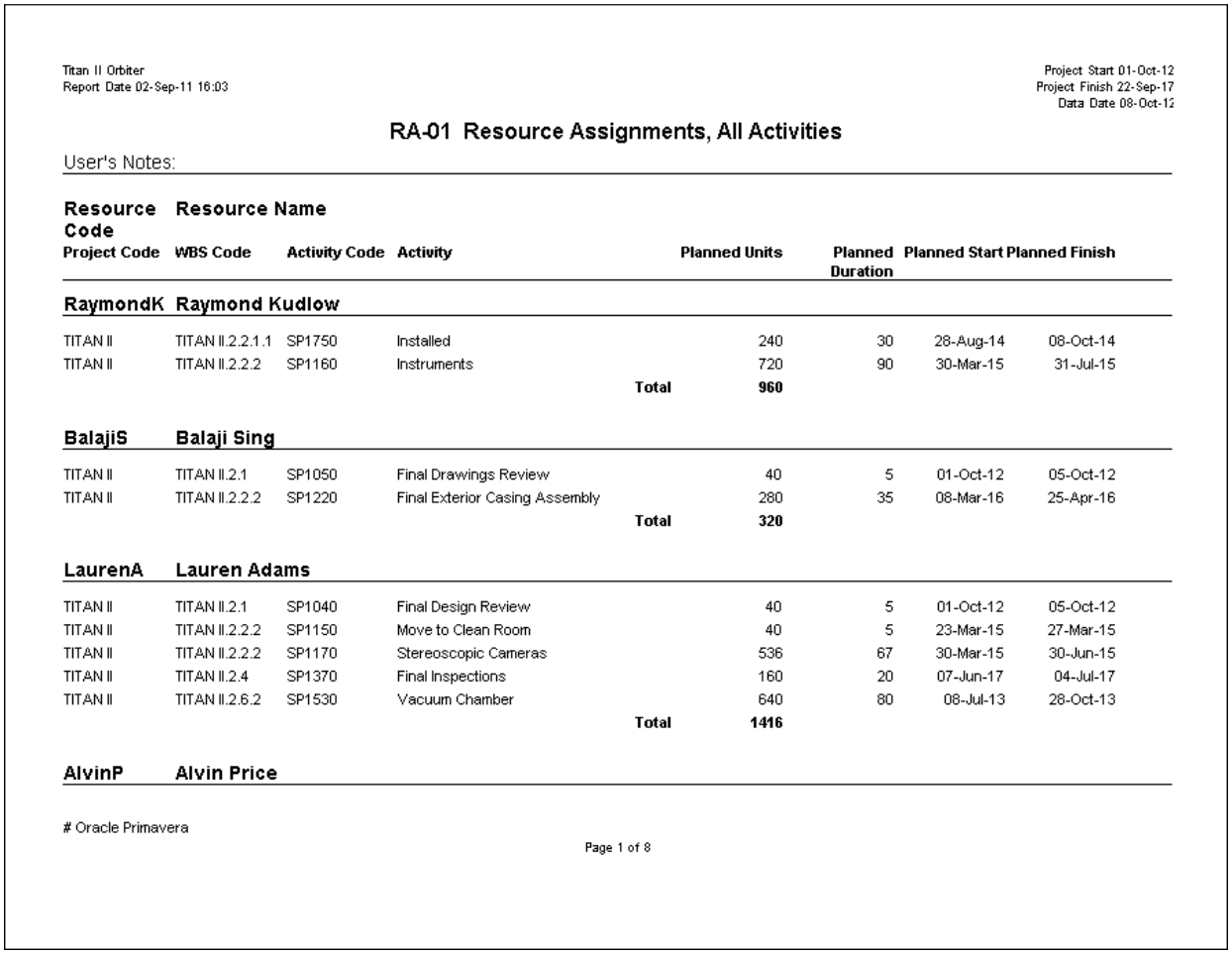


4. Now experiment with the **Activity Table**, **All Columns**, **Grid Lines** and **Gantt Chart** options to see their effect on the output.

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:



Titan II Orbiter
Report Date 02-Sep-11 16:03

Project Start 01-Oct-12
Project Finish 22-Sep-17
Data Date 08-Oct-12

RA-01 Resource Assignments, All Activities

User's Notes:

Resource Code / Project Code	WBS Code	Activity Code	Activity		Planned Units	Planned Duration	Planned Start	Planned Finish
RaymondK Raymond Kudlow								
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 Adams								
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								

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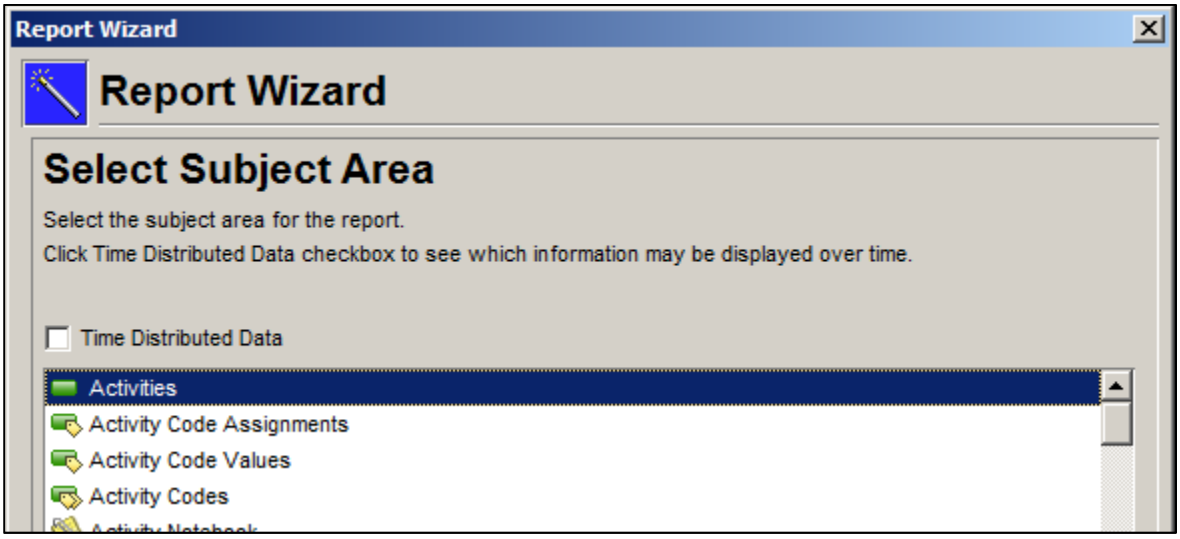
7. Locate and run the report named **PR-01 Resources on Open Project**. Load this report into an **Excel Spreadsheet**.

The results should appear as shown in the following figure:

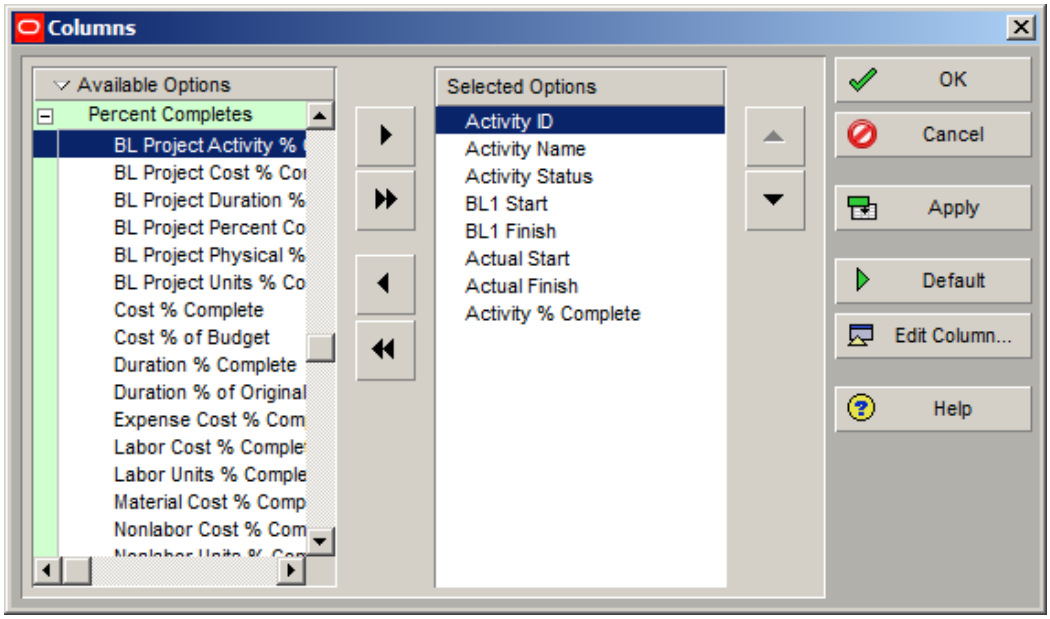
	A	B	C	D
1	PR-01 Resources on Open Projects			
2	Resource ID	Resource Name	Primary Role	Default Units / Time
3	RaymondK	Raymond Kudlow	Engineer	8/d
4	BalajiS	Balaji Sing	Engineer	8/d
5	LaurenA	Lauren Adams	Engineer	8/d
6	AlvinP	Alvin Price	Buyer	8/d
7	CarolD	Carol DeValio	Program Manager	8/d
8	FredW	Fred 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:

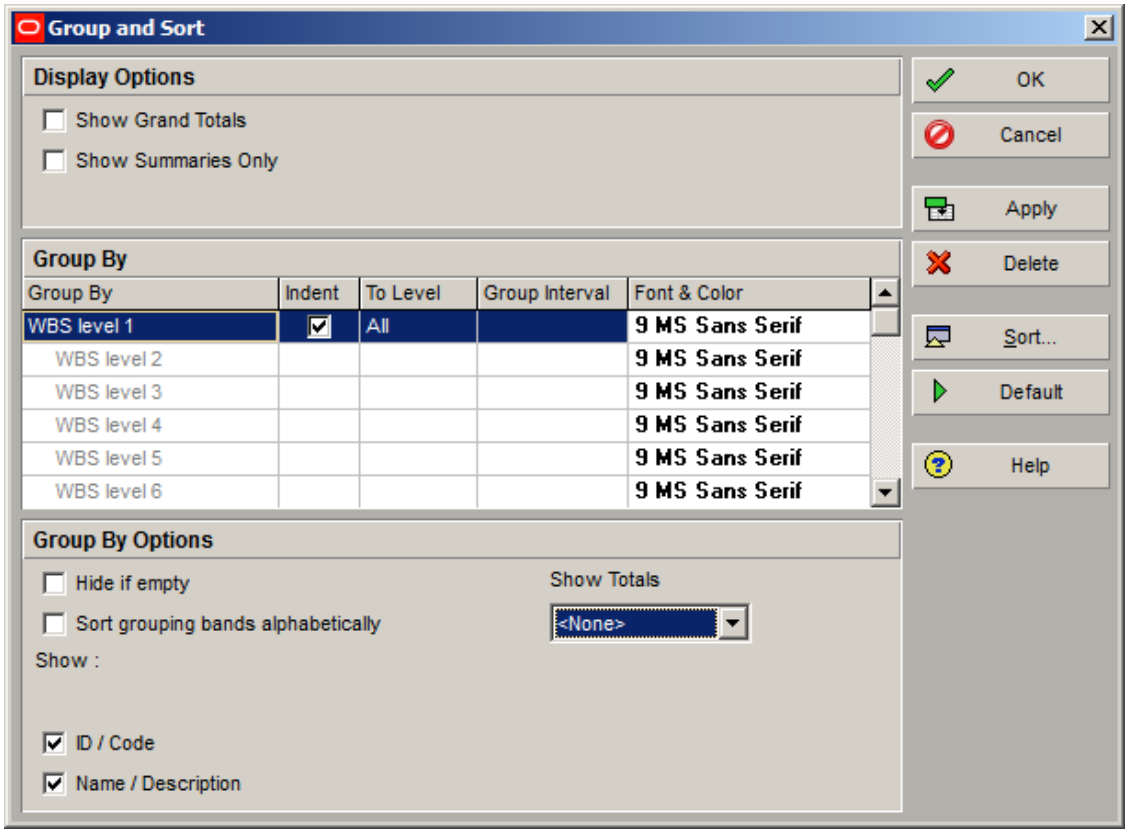
   Subject Area: Activities



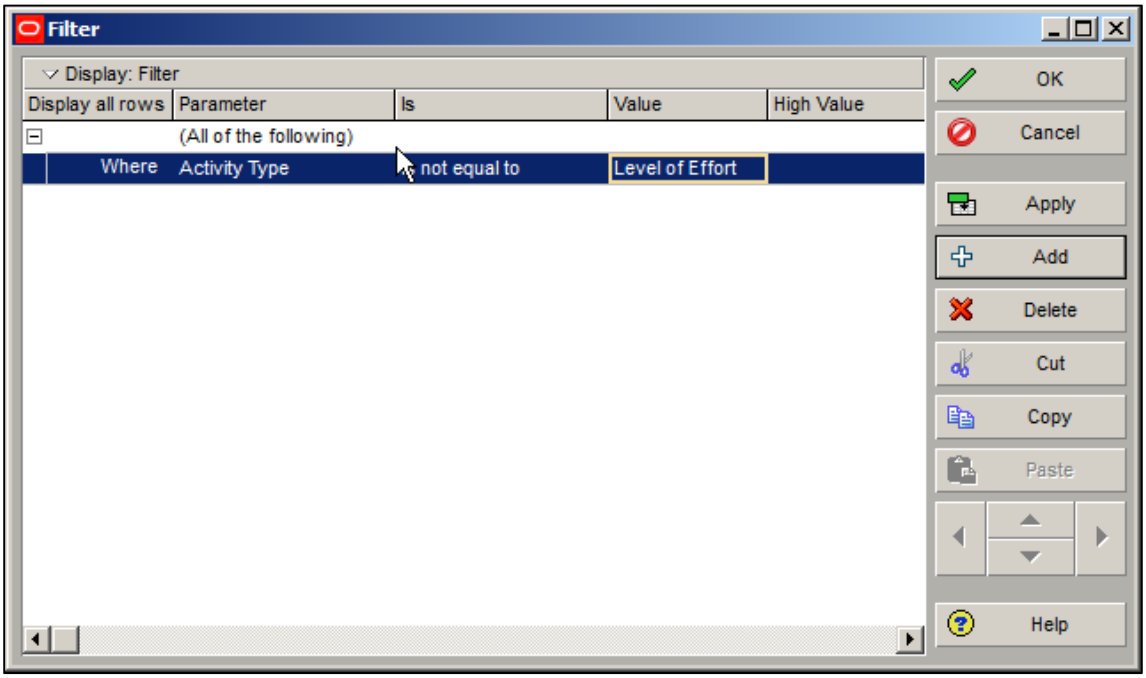
Columns:



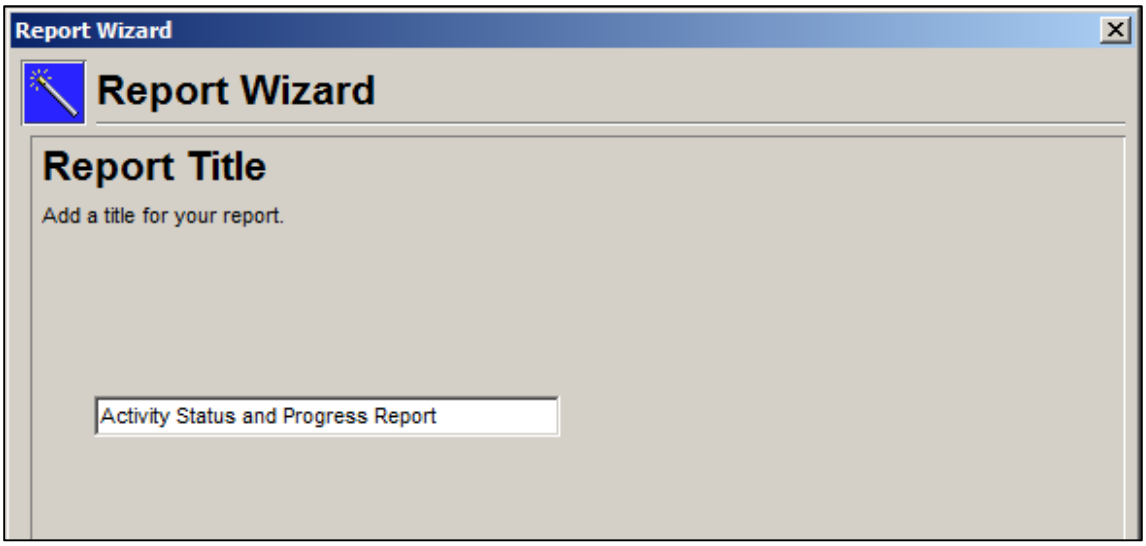
Group and Sort:



Filter:



Report Title: Activity Status and Progress Report



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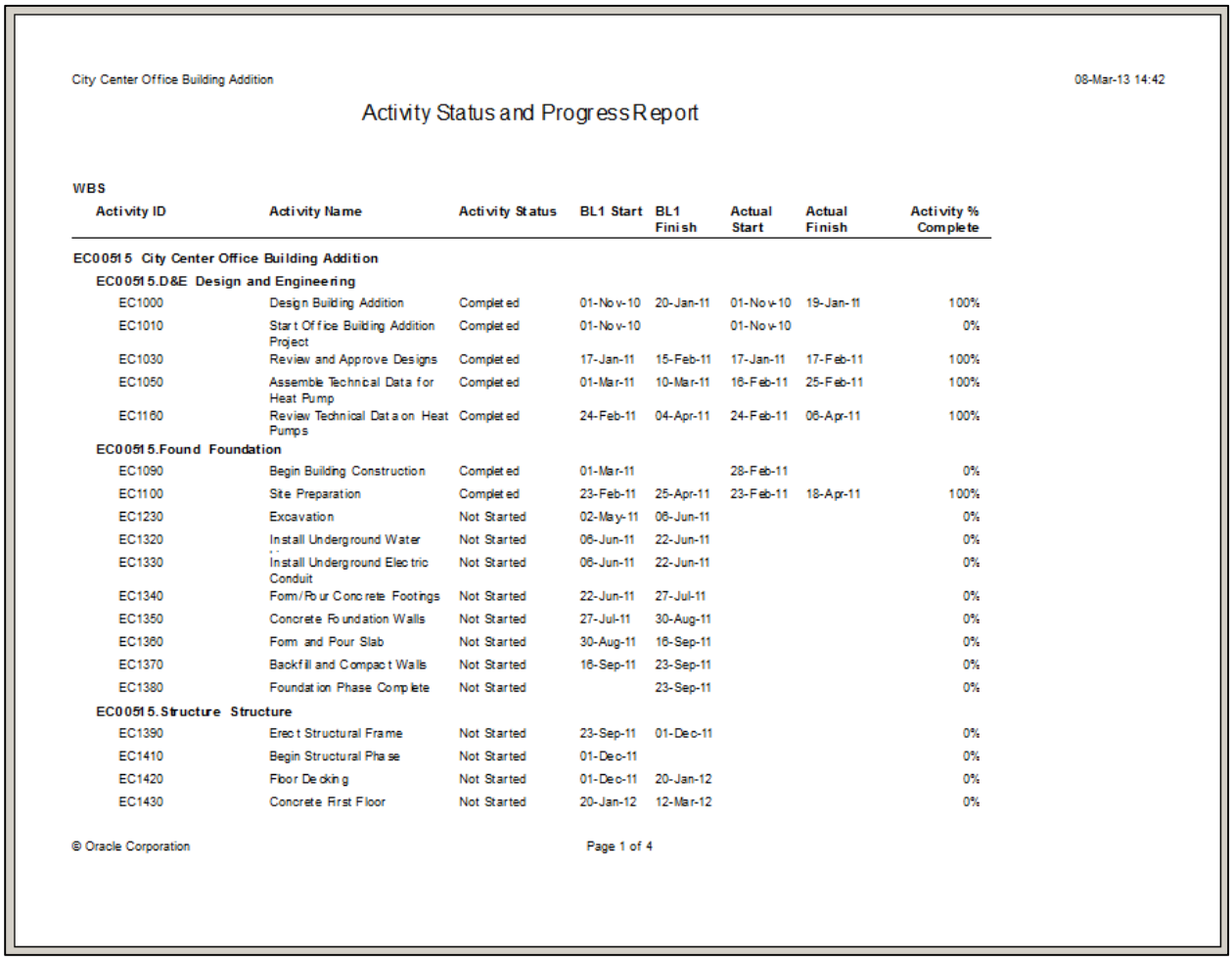
The final report should appear as follows:



City Center Office Building Addition 08-Mar-13 14:42

Activity Status and Progress Report

WBS / Activity ID	Activity Name	Activity Status	BL1 Start	BL1 Finish	Actual Start	Actual Finish	Activity % Complete
EC00515 City Center Office Building Addition							
EC00515.D&E Design and Engineering							
EC1000	Design Building Addition	Completed	01-Nov-10	20-Jan-11	01-Nov-10	19-Jan-11	100%
EC1010	Start Office Building Addition Project	Completed	01-Nov-10		01-Nov-10		0%
EC1030	Review and Approve Designs	Completed	17-Jan-11	15-Feb-11	17-Jan-11	17-Feb-11	100%
EC1050	Assemble Technical Data for Heat Pump	Completed	01-Mar-11	10-Mar-11	16-Feb-11	25-Feb-11	100%
EC1160	Review Technical Data on Heat Pumps	Completed	24-Feb-11	04-Apr-11	24-Feb-11	06-Apr-11	100%
EC00515.Found Foundation							
EC1090	Begin Building Construction	Completed	01-Mar-11		28-Feb-11		0%
EC1100	Site Preparation	Completed	23-Feb-11	25-Apr-11	23-Feb-11	18-Apr-11	100%
EC1230	Excavation	Not Started	02-May-11	06-Jun-11			0%
EC1320	Install Underground Water	Not Started	06-Jun-11	22-Jun-11			0%
EC1330	Install 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 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 Decking	Not Started	01-Dec-11	20-Jan-12			0%
EC1430	Concrete First Floor	Not Started	20-Jan-12	12-Mar-12			0%

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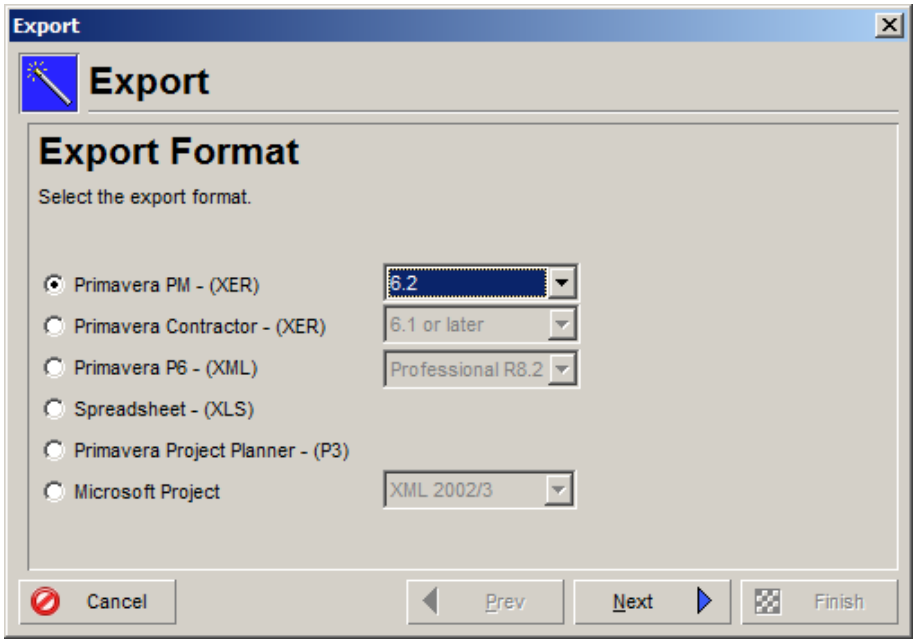
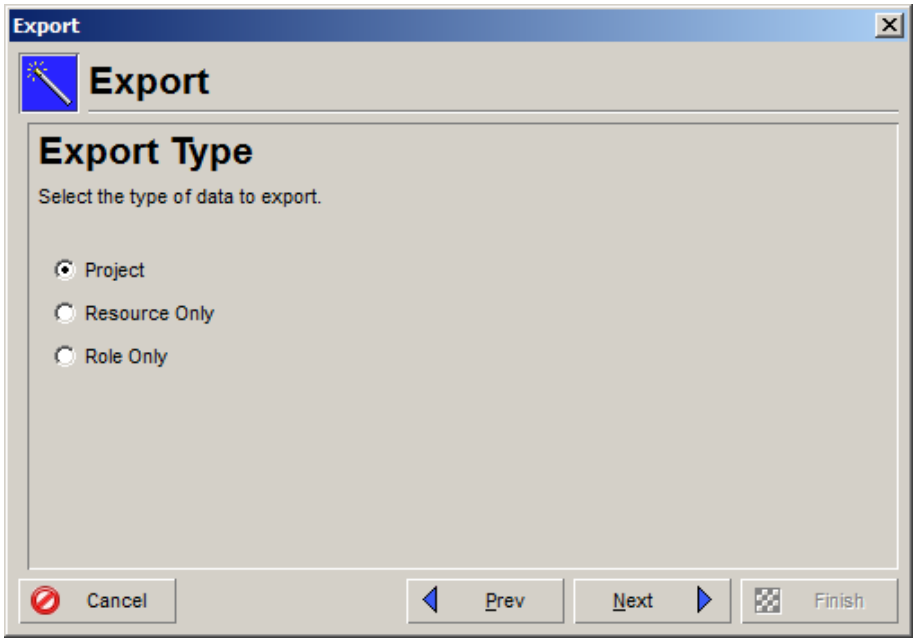
11 Lesson 11 – Exporting and Importing Project Data

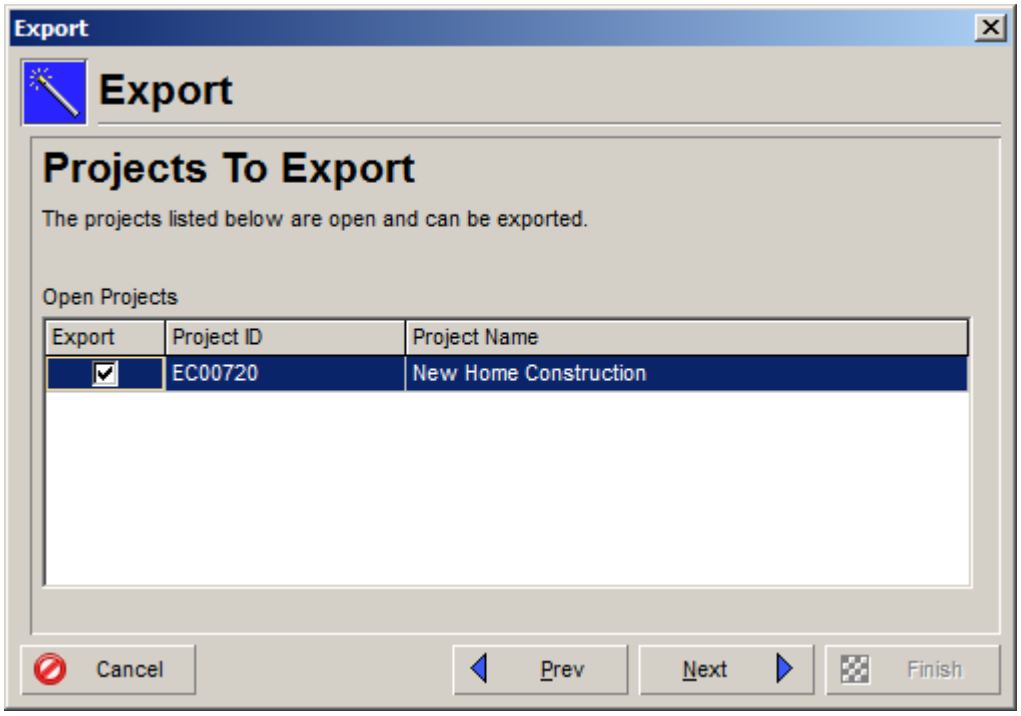
11.1 Exercise:

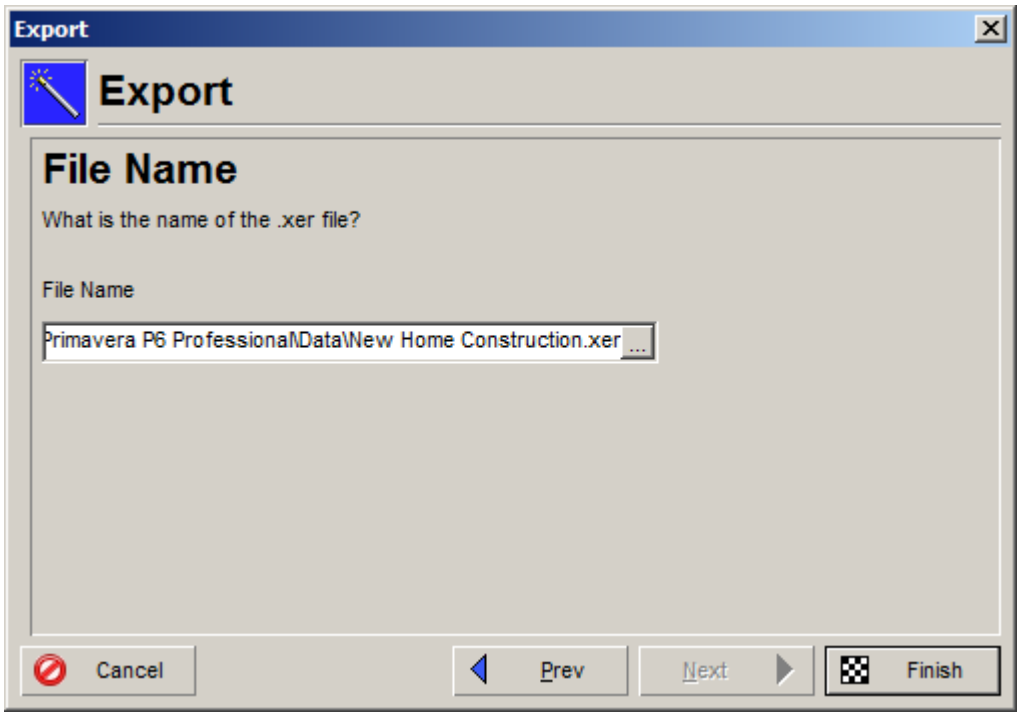
1. Click on the **File | Export** menu option.

2. Export your **New Home Construction** project to an XER file in P6 **R6.2** format using the **Export Wizard**.






Export
Export
Projects To Export
The projects listed below are open and can be exported.
Open Projects
Export
Project ID
Project Name
EC00720
New Home Construction
Cancel
Prev
Next
Finish


Export
Export
File Name
What is the name of the .xer file?
File Name
Primavera P6 Professional\Data\New Home Construction.xer
...
Cancel
Prev
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.

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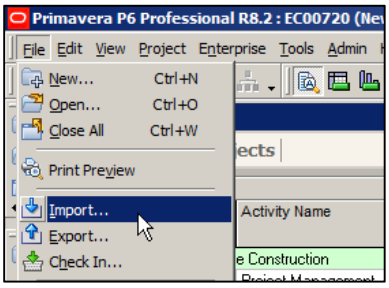
Call: (703) 910-2600

File Import Instructions

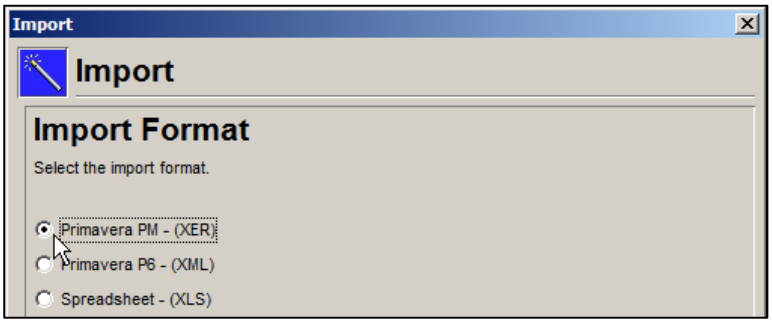
To save you time and some data entry, you can import the exercise data into your New Home Construction project using the .XER files provided with your Training Data Package. You can partially enter the exercise data to get some practice, but you don't have to input everything unless otherwise stated.

The following instructions show how to load these files into your current New Home Construction project.

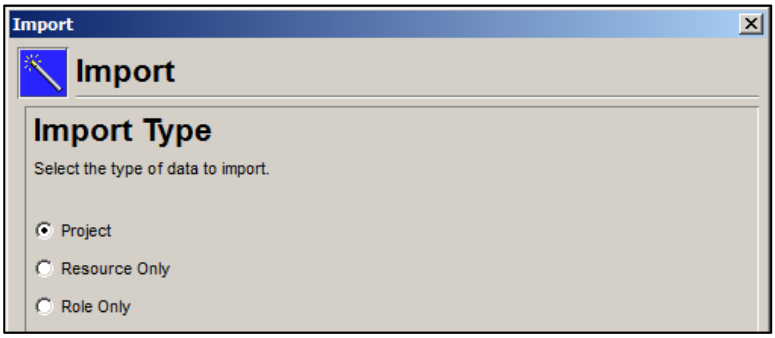
1. Go to the **File** menu and choose the **Import** option.



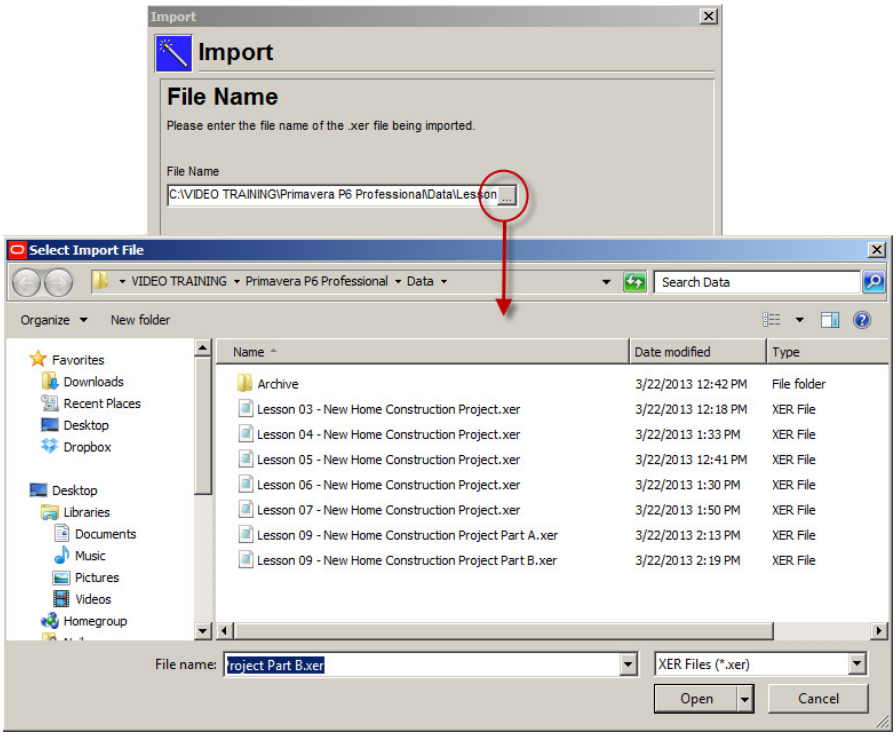
2. In the **Import Format** dialog, select **Primavera PM – (XER)**.



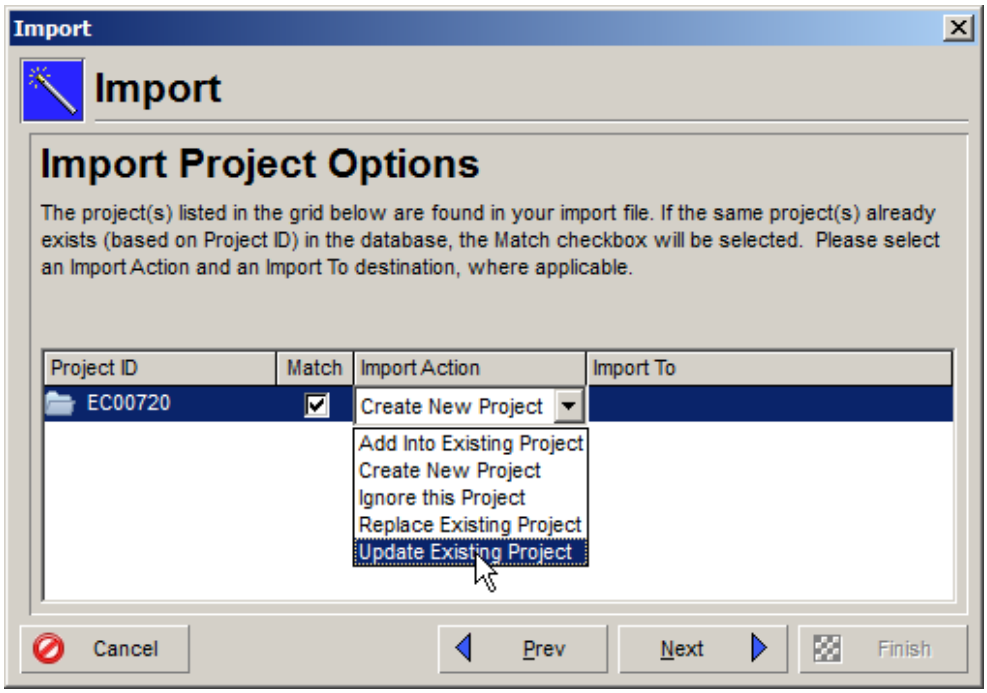
3. In the **Import Type** dialog, choose **Project**.



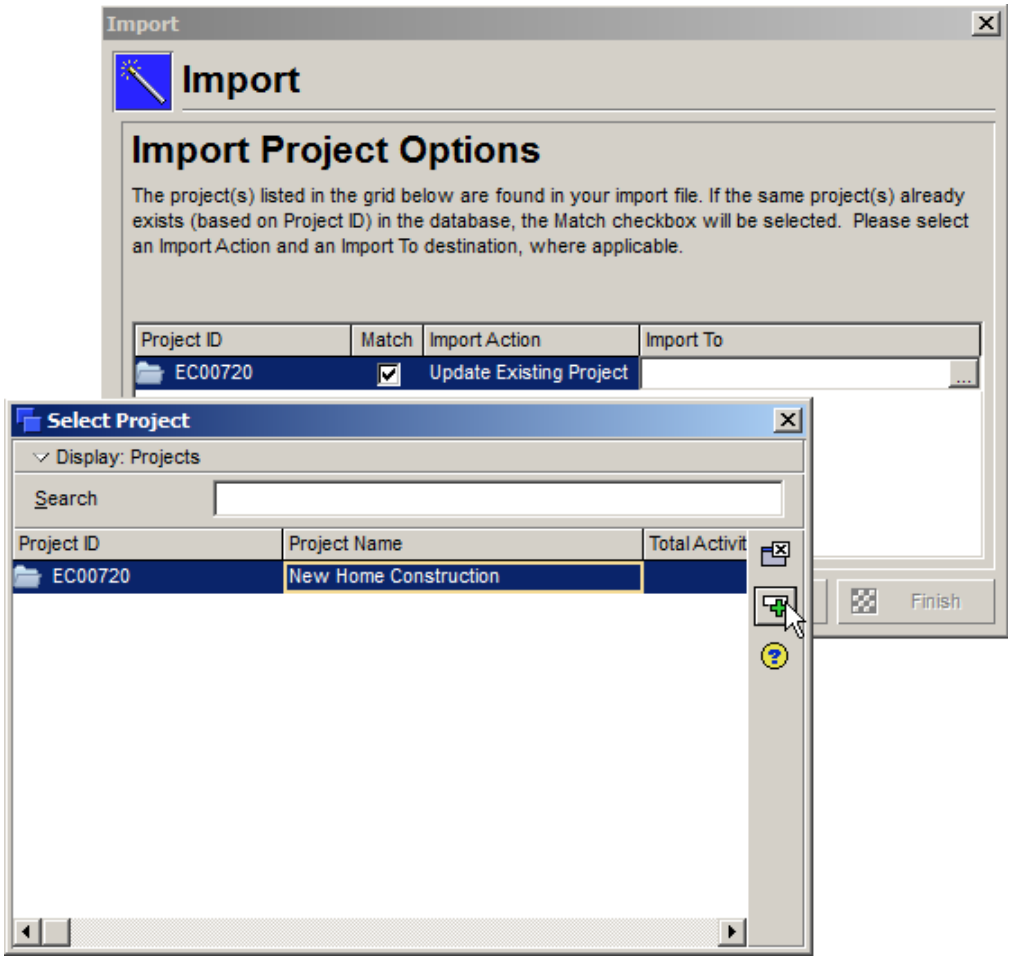
4. In the **File Name** dialog, click on the ellipse button of the **File Name** field and locate the training data file you wish to import.



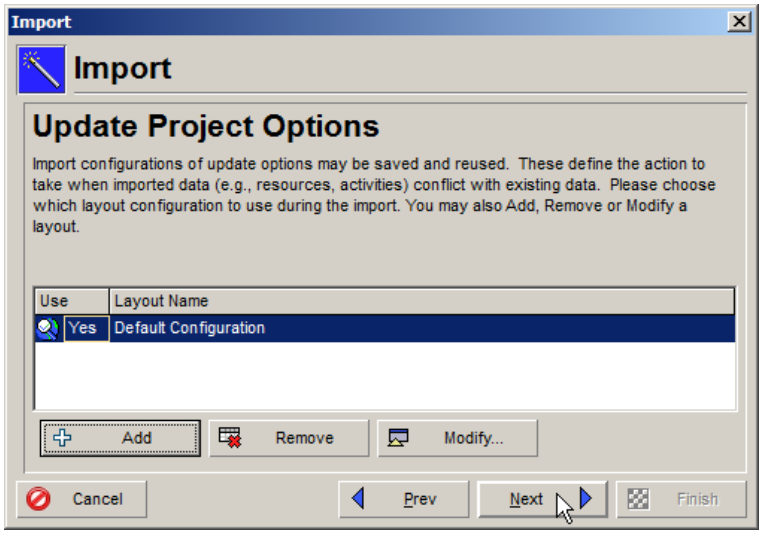
5. In the **Import Project Options** dialog, select **Update Existing Project** from the **Import Actions** dropdown field.



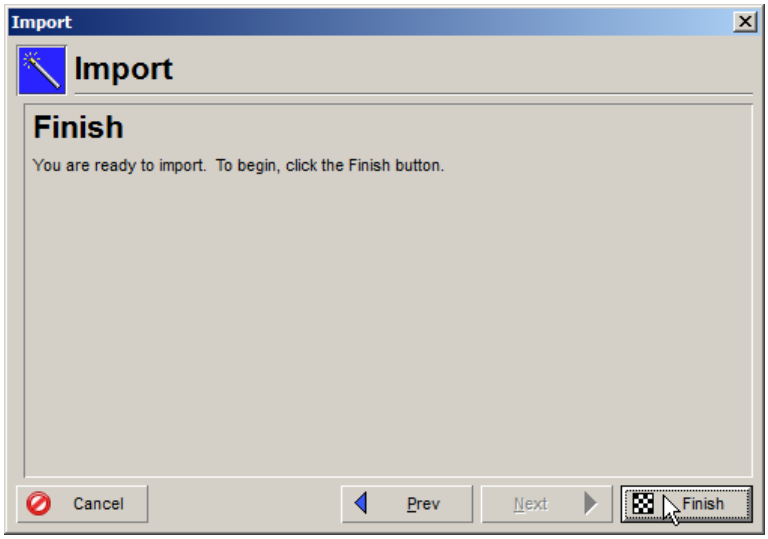
6. Now click in the **Import To** field and select the project to which to import the data.



7. In the **Update Project Options** dialog, click **Next >**.



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.