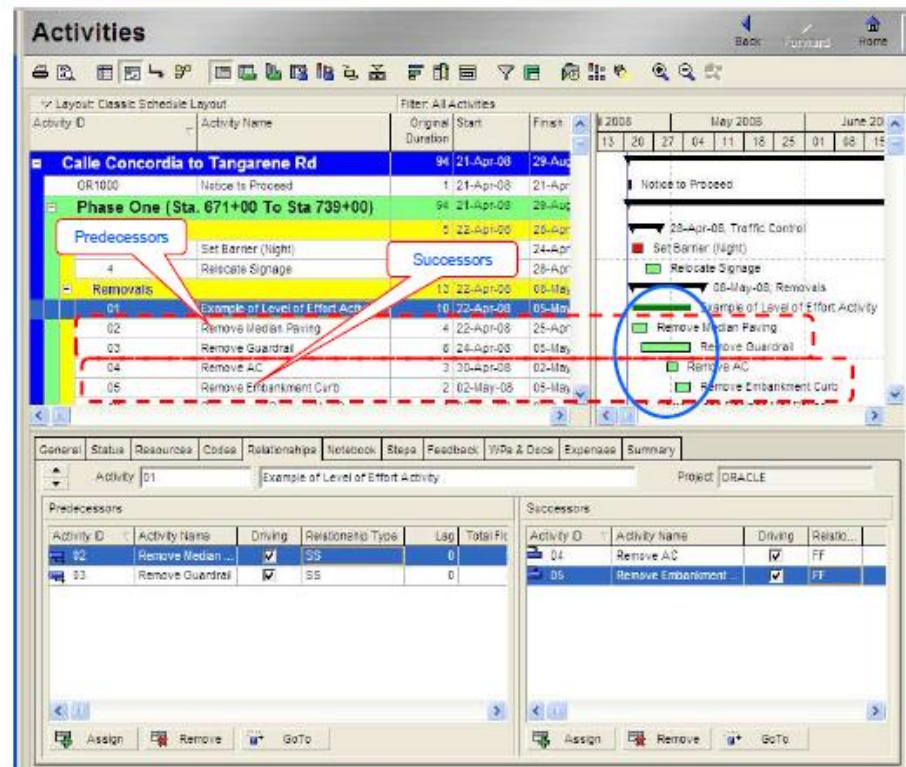


Activity Types (Level of Effort, Cont'd)

Level of Effort Activity (Cont'd)

- Predecessors: 02 & 03
- Successors: 04 & 05



Activity Types (Milestone)

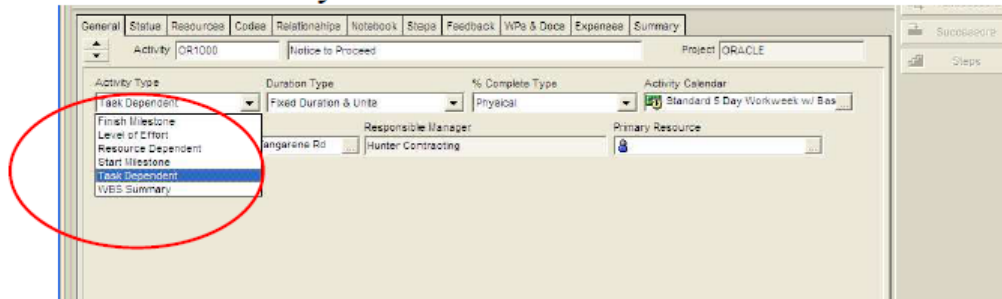
Start Milestone/Finish Milestone

- A zero-duration activity with no resources
- Used when an activity is intended to signify the commencement/completion of a significant stage, rather than a physical work product
- Examples : Notice to Proceed, Substantial Completion, etc.

Activity Types

■ In P6, an Activity Type can be either:

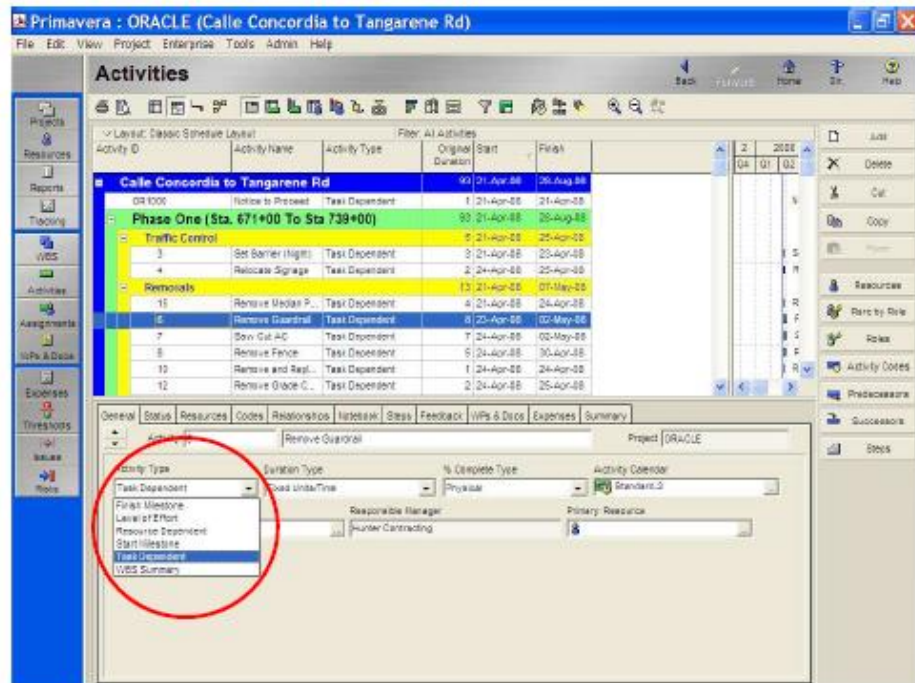
- Task Dependent
- Resource Dependent
- Level of Effort
- Start Milestone / Finish Milestone
- WBS Summary



Activity Types (Cont'd)

To change the Activity Type:

1. Select the activity & show activity details
2. Click the "General" tab
3. Choose the appropriate activity type from the drop down menu



Activity Durations

To enter/modify Activity's Original Duration

- Select the activity & show activity details
- Click the "Status" tab
- Enter the Activity's duration in the "Original Duration" field

OR

Enter the Activity's duration in the original duration column

The screenshot shows the Primavera software interface. The top window is titled "Primavera : ORACLE (Calle Concordia to Tangarene Rd)". Below the title bar is a menu bar (File, Edit, View, Project, Enterprise, Tools, Admin, Help) and a toolbar. The main window is divided into several panes. On the left is a navigation pane with icons for Reports, Resources, Tracking, Activities, Assignments, Work & Cost, Expenses, Time & Issues, and Tools. The central pane displays the "Activities" table. The table has columns: Activity ID, Activity Name, Original Duration, Start, and Finish. The data is as follows:

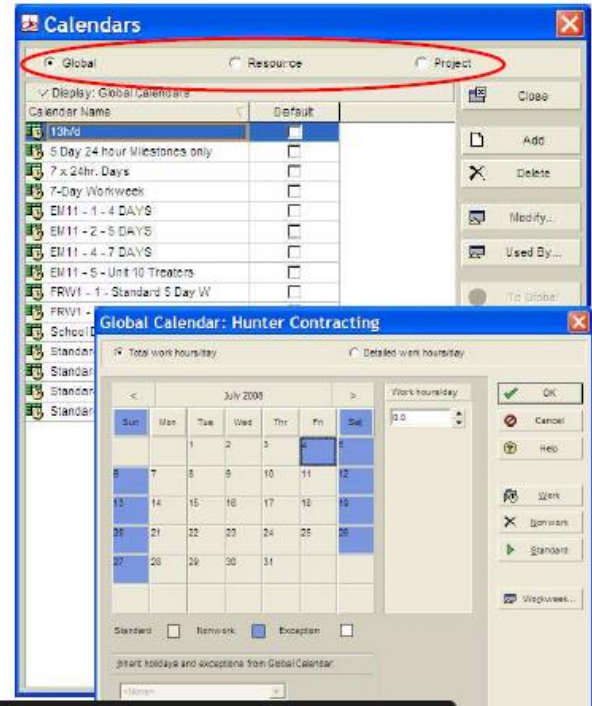
Activity ID	Activity Name	Original Duration	Start	Finish
OR-000	Notice to Proceed	1	21-Apr-00	21-Apr-00
94	Phase One (Sta. 871+00 To Sta 739...	94	21-Apr-00	25-Aug-00
3	Traffic Control	3	22-Apr-00	25-Apr-00
4	Set Barrier (night)	3	22-Apr-00	25-Apr-00
2	Relocate Signage	2	25-Apr-00	25-Apr-00
11	Remove AC	10	25-Apr-00	05-May-00
12	Remove Median Paving	8	25-Apr-00	05-May-00
13	Remove Guardrail	8	25-Apr-00	05-May-00
14	Remove AC	3	30-Apr-00	05-May-00
15	Remove Embankment Curb	2	30-May-00	05-May-00
16	Remove and Replace High Bows	1	25-Apr-00	25-Apr-00
17	Remove Grade Control Structures	2	25-Apr-00	25-Apr-00
18	Remove Rd Ramp	4	25-Apr-00	05-May-00
19	Seal Cut AC	7	25-Apr-00	05-May-00

Below the table is a "General" tab with fields for Activity ID (11), Activity Name (Example AT Level of Effort Activity), Project (ORACLE), and various duration and status fields. The "Original" duration field is highlighted with a red circle and contains the value 10. Other fields include Actual (0), Remaining (10), At Complete (10), Total Float (32), and Free Float (0). The "Status" section shows "Started" on 22-Apr-00, "Physical %" at 0%, and "Budgeted" at 0. The "Constraints" section shows "Primary" and "Secondary" constraints.

Creating Calendars

[Enterprise → Calendars]

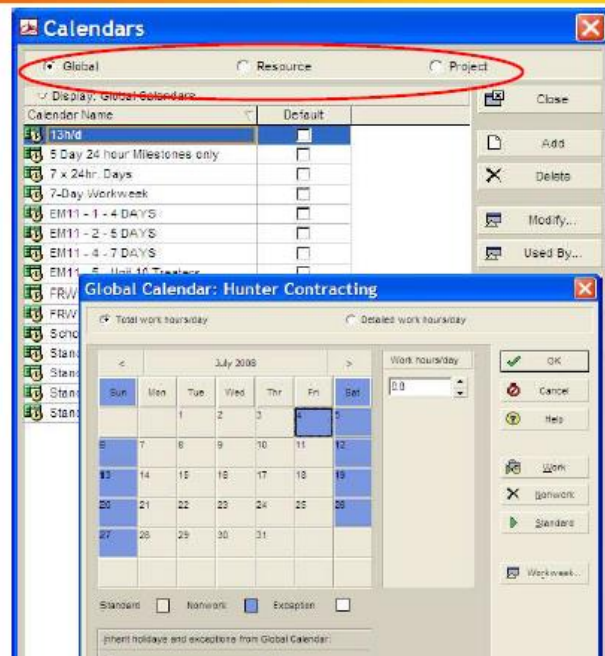
1. Enterprise Command Menu → Calendars
2. Choose Global
3. Click Add to create a new calendar or Modify to edit an existing one
4. Choose the Calendar that you want to use as a template for new Projects
5. Modify the Work Week
6. Double-click to add work/non-work days
7. Check in the "Default" Box to make this the default Calendar for all future projects



Creating Calendars (Cont'd)

[Enterprise → Calendars]

8. In the main Calendars window, choose Project
9. Add the Global Calendar that was created in Step 3 above
10. Holidays will be inherited automatically
11. Go back to the Home Page, Right-Click on the new project → Project Details
12. In the "Defaults" Tab, choose the new Calendar from the drop down menu



Creating Calendars (Cont'd)

To Assign a Calendar

1. Select the Activity.
2. From the “General” tab, select the appropriate Calendar.

