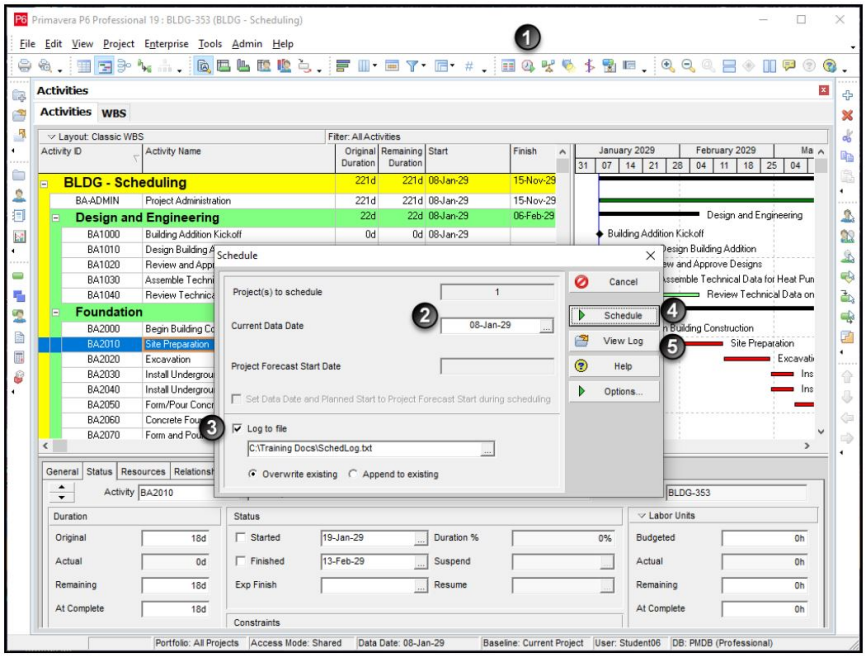
Primavera P6 Professional Fundamentals

2-9: Scheduling

Practice Activities

Lesson Overview – Scheduling a Project

When you schedule a project, activity dates are calculated according to durations and logic. After the project is scheduled, note the change in the position of activities on the Gantt chart. Activities are displayed according to their calculated start/finish dates. Bars for critical activities are displayed in red.



1. On the Tools toolbar, click  to schedule a project. You can also click Schedule on the Tools menu or press F9 on your keyboard.

2. In the Schedule Project dialog box, select a current Data Date.

3. Select the Log to file check box to record the results of scheduling.

4. Click Schedule to schedule the project.

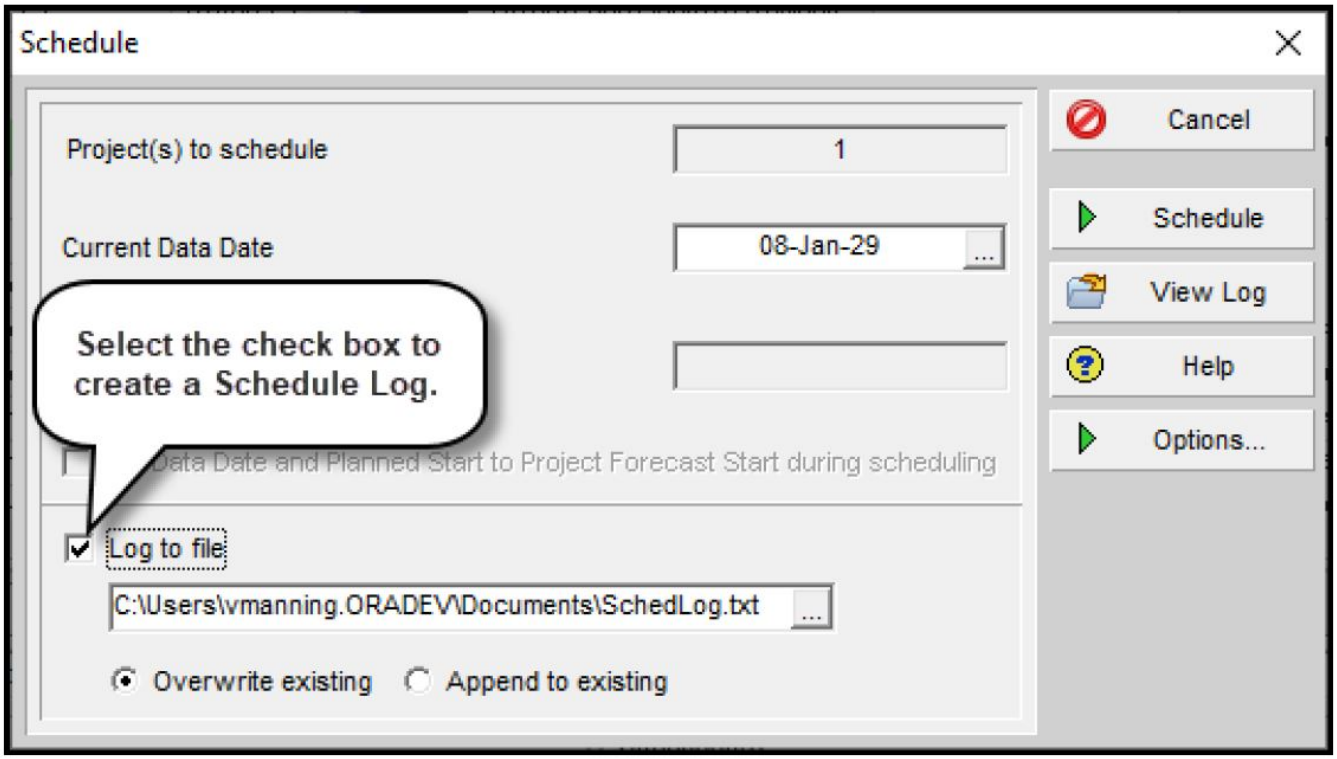
5. Click View Log to view the scheduling log file.

Try It / Solve It – Scheduling a Project

Objectives:

- Schedule a project.
- Review the Schedule Log.

Scheduling a Project

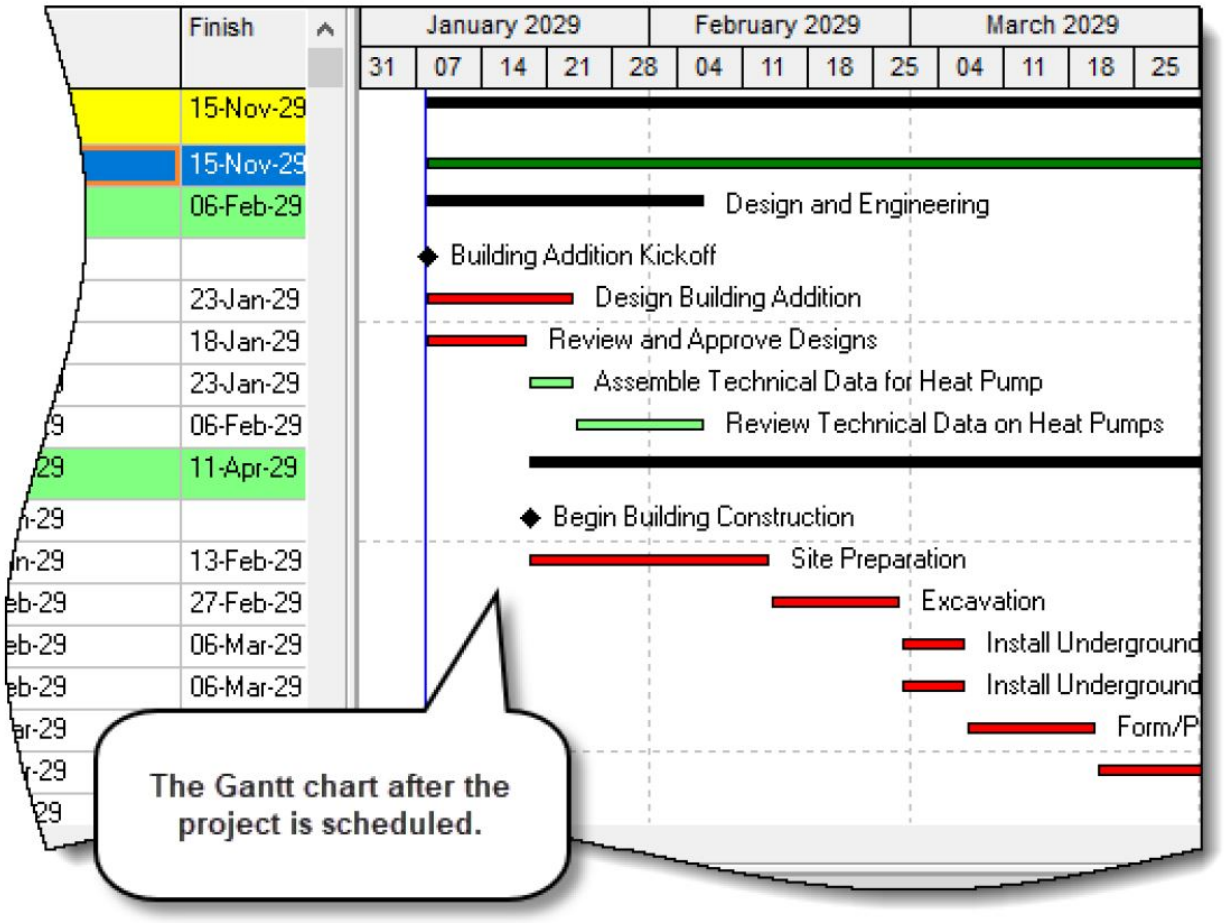


Schedule a project.

1. Open a project, *BLDG-Scheduling.*
2. Confirm that you are in the Activities window. (Or on the Project men, click *Activities*)
3. On the Layout Options bar, click *Open.*

   ? Before the project is scheduled, where are all of the project activities aligned in the Gantt chart?

4. Select a layout, *Classic WBS,* and then click *Open*.
5. Double-click in the Gantt chart to display activity bars.
6. On the Tools menu, click *Schedule* (or press F9 on your keyboard).



7. In the Schedule dialog box, confirm the Current Data Date, *08-Jan-29.*
8. Select the *Log to File* check box.
9. In the *Log to File* field, browse to the *Training Docs* folder on your locale drive.

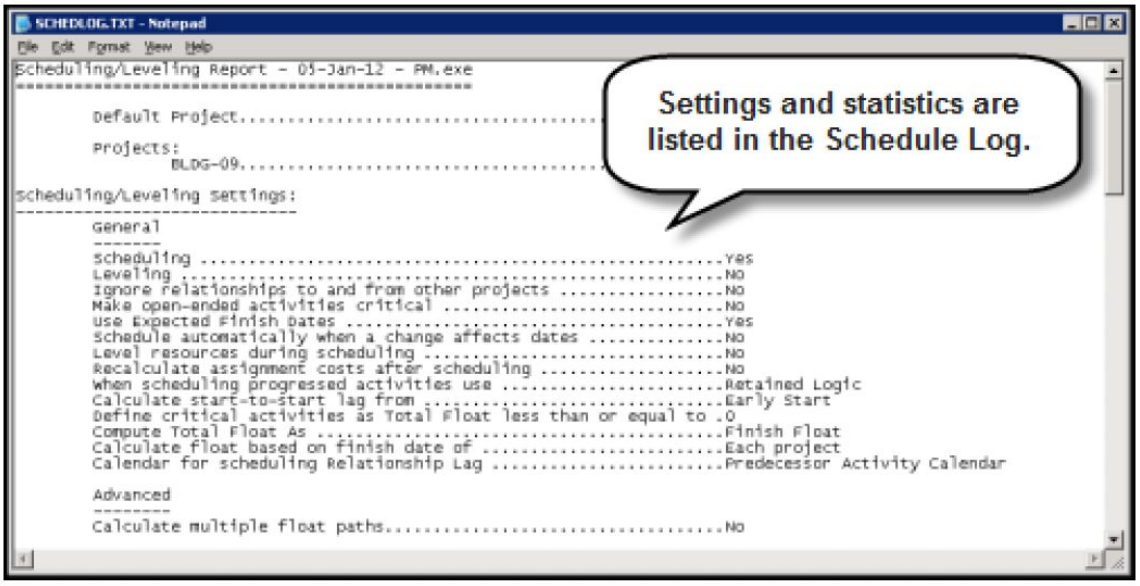
   The first time you schedule you may get prompted to create a log file. Click *Ok*. Click the ellipsis next to the *Log to file* field. Select the directory where the log file will be stored.

10. Click *Schedule*.

? Following scheduling, what determines the positions of project activities in the Gantt chart?

Viewing the Schedule Log

- The Schedule Log records scheduling results including:
- Scheduling/ leveling settings
- Statistics
- Critical activities
- Errors, warnings and exceptions
- Scheduling/ leveling results



View the Schedule Log.

1. On the Tools menu, click *Schedule* (or press *F9* on your keyboard).
2. In the Schedule dialog box, click *View Log*.

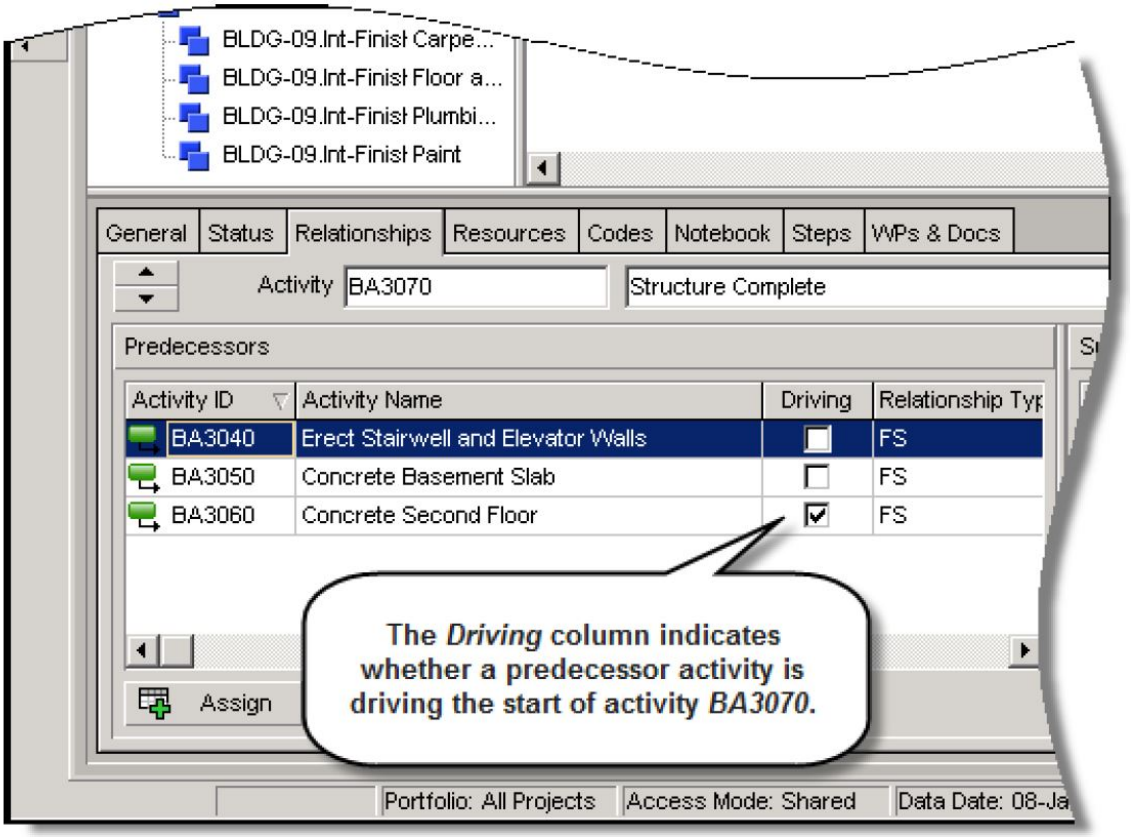
? Before proceeding, answer the following questions:

- How many activities are in the project?
- How many of them are critical?
- How many project activities do not have predecessors and/or successors?
- What are they?
- How many relationships are in the project?
- What is the latest early finish date for the project?

3. In the Notepad File menu, click *Exit*.
4. Click *Cancel* to exit the Schedule dialog box.

Driving Relationships

An activity may have relationships with a predecessor that determines its Early Start. This is called a driving relationship. A solid relationship line indicates a driving relationship. A dashed relationship line indicates a non-driving relationship.



View driving and non-driving relationships for an activity.

1. On the Layout Options bar, click *Layout, Open*.
2. Select a layout, *Activity Network*, and then click *Open.*
3. In the WBS Table, select a WBS element, *Structure.*
4. Press and hold *Alt* on your keyboard, and then click and drag your mouse to enlarge the size of activities in the network.
5. In the Activity Network, select an activity, *BA3070*.
6. In Activity Details, click the Relationships tab.

   Note that neither *BA3040* nor *BA3050* drive the start of *BA3070* – but that *BA3060* Does drive it. This is indicated by the *Driving* field in the Relationships tab and by the relationship lines in the Activity Network.

Lesson Review

Key Concepts

- After relationship logic has been defined, schedule the project.
- When scheduling using the Critical Path Method, activity Early Start and Finish dates are calculated during a forward pass, and the Late Start and Finish dates are calculated during the backward pass.
- The data date is used as a starting point when scheduling all remaining work for the project.
- After scheduling, activities will have a total float that represents the amount of time an activity can be delayed without delaying the project.
- After scheduling, results are recorded in ta Schedule Log.

Review Questions

1. **True or False**: A schedule's late dates are calculated during the backward pass.

2. Which of the following is not a type of float?
    a. Positive
    b. Open-ended
    c. Negative
    d. Total

3. **True or False**: The critical path is the path of activities through the project that determines the project end date.

4. Which of the following are included on the Schedule Log?
    a. Statistics
    b. Critical activities
    c. Warnings
    d. A and B
    e. All of the above