

## PRIMAVERA P6 REFERENCE GUIDE

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- ✓ **Create a New Project:** File, New
- ✓ **Open an Existing Project:** File, Open
- ✓ **Create a WBS:** From WBS View (WBS icon), select Add from the Command Bar. Now, use the left, right, up, and down arrows to modify the “Parent-Child” relationships.
- ✓ **Add Activities:** Select the WBS Band the activity falls under and hit Add from the Command Bar
- ✓ **Change Activity Durations:** Change the value in the Original Duration or Planned Duration column.
- ✓ **Activity Calendars**
  - **Build Dictionary:** Enterprise, Calendars
  - **Assign the Calendars:** Add the Calendar Column; Change the top activity’s calendar, Fill Down to all appropriate activities. (Right Click, Fill Down)
- ✓ **Activity Relationships**
  - **Method:** Relationships tab of Activity Details Form. Add either Predecessors or Successors
  - **Quick Method:** Highlight activities, Right Click, choose Link Activities to link them with FS relationships
- ✓ **Resource Loading a Schedule**
  - **Build Dictionary:** Enterprise, Resources
  - **Assign the Resource(s):** Highlight all the activities that will have a resource assigned, right click, choose Assign Resource. Double click on appropriate resource.
  - **Repeat for each resource.**
- ✓ **Cost Loading a Resource Loaded a Schedule**
  - **Build Dictionary:** Enterprise, Resources.
  - **Assign a Price/Unit to each resource**
  - **Assign the Resource(s):** Highlight all the activities that will have a resource assigned, right click, choose Assign Resource. Double click on appropriate resource.
  - **Repeat for each resource.**
  - **Display the Budgeted Total Cost Column**
- ✓ **Cost Loading a Schedule with Lump Sum Costs**
  - **Build Dictionary:** Enterprise, Resources.
  - Add a resource called Lump Sum (non-labor)
  - **Assign a \$1/Unit to resource**
  - **Assign the Resource to all activities:** Highlight all the activities that will have a resource assigned, right click, choose Assign Resource. Double click on Lump Sum resource.
  - **Display the Budgeted Total Cost Column and Budgeted Non-Labor Units columns**
  - **Enter \$ amount in Budgeted Non-Labor Units column**
- ✓ **Activity Codes**
  - **Build Dictionary:** Enterprise, Activity Codes
  - **Assign the Value(s):** Highlight all the activities that will have a particular value assigned, right click, choose Assign Activity Codes... Double click on appropriate value.
- ✓ **Creating a Layout**
  - Customize Appearance on screen
  - Choose View, Layout, Save as...

## Hot Keys:

### EDIT MENU

Cut Activity	Ctrl+X
Delete Activity	Del
Find	Ctrl+F
Paste Activity	Ctrl+V

Find & Replace with    Ctrl+R

### FILE MENU

Commit	F10
Exit	Alt+F4
New Project	Ctrl+N
Open Project	Ctrl+O
Print	Ctrl+P
Refresh	F5

### INSERT MENU

New Activity	Ins from key board
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### TOOLBAR MENUS

Edit Menu	Alt+E
File Menu	Alt+F
Help Menu	Alt+H
Tools Menu	Alt+T
View Menu	Alt+V

### TOOLS MENU

Schedule Now	F9
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