

P.O. Box 4032 EASTWOOD HARRIS PTY LTD Tel 61 (0)4 1118 7701
Doncaster Heights ACN 085 065 872 Fax 61 (0)3 9846 7700
Victoria 3109 Project Management Systems Email: harrispe@eh.com.au
Australia Software and Solutions Web: <http://www.eh.com.au>

USER CONVERSION

P3, SURETRAK AND MICROSOFT PROJECT

TO

ASTA POWERPROJECT

BY

PAUL E HARRIS

OF

EASTWOOD HARRIS

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1 INTRODUCTION

This document is designed to assist people who are using SureTrak, P3, Primavera Enterprise or Microsoft Project to learn the basics of Powerproject to create an unresourced schedule.

1.1 WBS Definition

- SureTrak and P3 have the following functions to generate project breakdown structures:
 - Activity Codes,
 - Activity ID Codes,
 - One Hierarchal WBS, where a WBS Node may not be assigned resources, costs or notes and costs are calculated from the addition of the activity costs.
 - SureTrak also supports Outlining in the same way as Microsoft Project, where a summary task may be assigned resources, costs and notes, but the durations are adopted from the summary tasks.
- The project breakdown structure for SureTrak and P3 projects is usually created using Activity Codes and Activity ID Codes for larger projects. There is a less frequent use of WBS and Outlining
- Users of Microsoft Project predominately use Outlining but there are options to use hierarchical Outline Codes or Customizable date fields and the Grouping facility to produce an alternate view of tasks.
- Primavera Enterprise predominately uses a WBS function as the main method of displaying the project breakdown structure but also has user definable hierarchical coding structures available for organising the project activities.
- Powerproject uses the following functions to :
 - Typically uses “Summarising” (the same as Outlining in Microsoft Project) to generate a hierarchical project break structure. The summary tasks generate WBS codes in a similar way to Microsoft Project’s WBS Define Codes function.
 - It has a unique and predominant function that allows multiple tasks to be displayed on one line. These tasks are held one summary task. There is not a similar function in SureTrak of Microsoft Project.
 - It also has Codes Libraries and Codes that may be assigned to tasks that are used to filter, sort, group and colour code the tasks in the bar chart. These may be used in a similar way to Grouping by Activity Codes in SureTrak and P3 and Grouping by Custom fields in Microsoft Project.

- There are no customisable hierarchical codes fields available such as the Primavera Enterprise WBS or the Microsoft Project Custom Outline codes.
- A hierarchical structure may be synthesised using two or more Code Library fields.

1.2 Constraints, ASAP & ALAP

The option of ALAP is treated like Primavera software, as Zero Free Float and consumes Free Float and only delays the task that has been constrained. In Microsoft Project a ALAP constraint consumes Total Float and delays all successor tasks with Total Float, which is often not very useful.

1.3 Bars & Tasks


A bar and corresponding task may have different descriptions and different IDs.

A bar also has the capability of storing and displaying multiple tasks on one line. In this situation:

- The bar has a unique name, and
- Each task belonging to the bar may have its own unique name.

1.4 User Interface

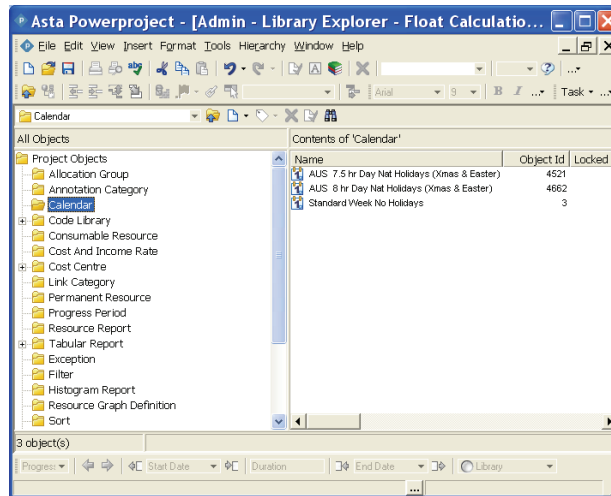
Powerproject has an “Explorer” type user interface for editing calendars, resources, codes etc which makes it very simple to access and edit project data.

- Primavera software and Microsoft Project accesses this data using forms.
- Powerproject uses an Explorer type function titled the Library Explorer, the Library is opened by clicking on the  icon on the Standard Toolbar. Project data such as Calendars and Resources may be dragged onto tasks making this product simple to use, but different to other products mentioned in this paper.

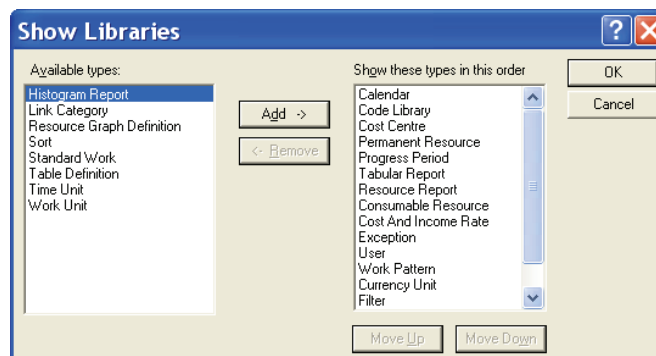
Therefore there is one place where all information may be accessed and this reduces the time required to open and close forms as with Primavera software and Microsoft Project.

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The picture below displays the Library Explorer:



Should there be a Library missing from the Library View then right click in the right hand side and select **Show Libraries...** to open the **Show Libraries** form add the missing ones:



1.5 Options

There are the following options areas that should be studied:

- **Tools, Options...** sets the Global Options
- **Tools, Bar Chart Defaults...** sets the defaults currently open file.
- **Tool, Customise** allows the display of Toolbars.

1.6 Views, Table and Filters

These functions are very similar to Microsoft Project where a View includes an associated Table and Filter associated. The menu commands are the same as Microsoft project. Therefore a Table or Filter may be applied to many Layouts.

Primavera software use Layouts to display data and this where the columns of data to be displayed and how the activities are Grouped and Sorted within a Group is specified. A Layout is similar to the combination of a View and Table in Asta and Microsoft Project.

Filters may be created in Asta using a Wizard by selecting **View, Filters, More Filters...** and selecting **New**.

1.7 Terminology

- Token is an attribute assigned to a task and may be displayed as a column of data such as constraints and dates.
- Links are relationships or logic
- Relationships are the relationship between detailed tasks and their summary tasks.
- Baselines are copies of complete projects that are copied and set as Baselines. The is the same as P3 and Primavera Enterprise

1.8 Spell Checker

The MS Word spellchecker is used with this software.

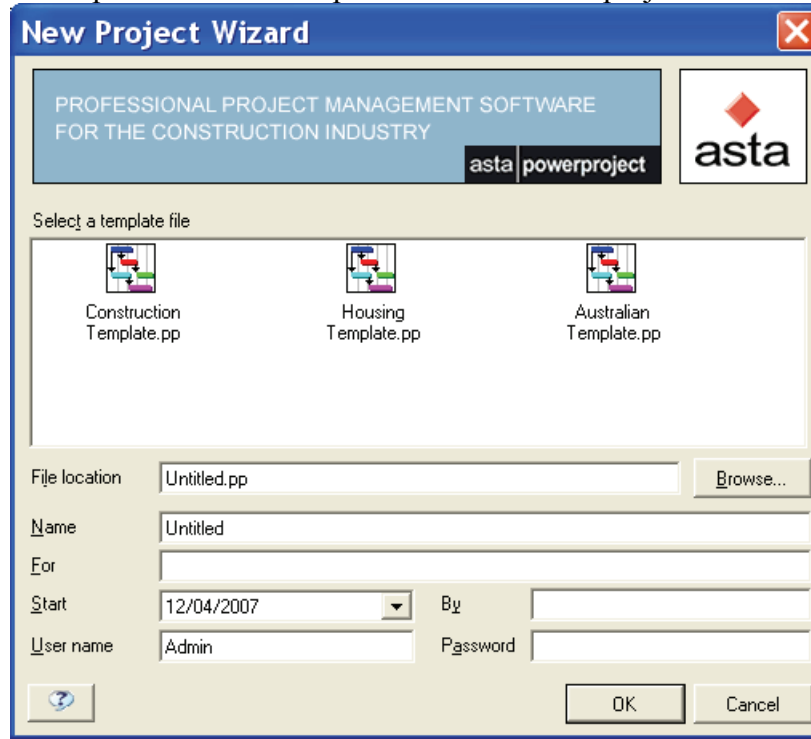
1.9 Undo

There is an unlimited undo which operates after the project has been saved.

2 CREATING A NEW PROJECT

2.1 Create a Project from a Template

Select **File, New** to open the select Template to create a new project:



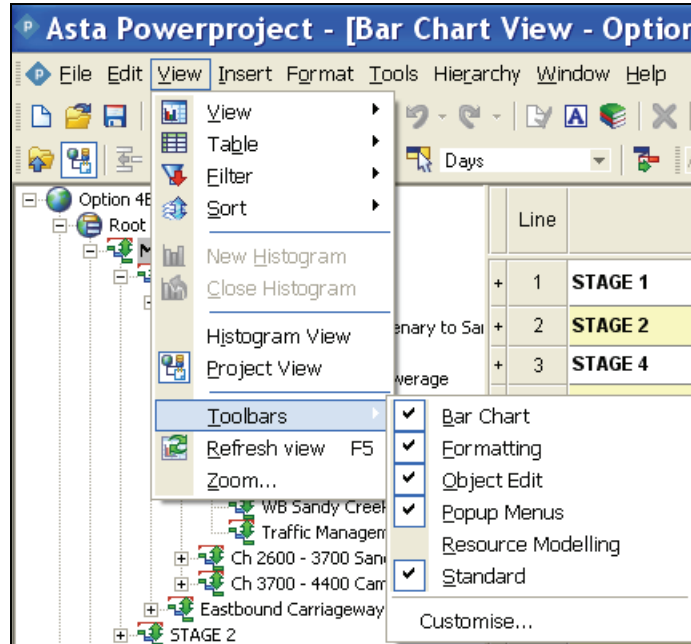
- Select the template, fill the details.
- Use **Tools, Options...**, **File Locations** tab to select the default directory to save files.
- Select OK to create the project.

2.2 Create a Template

Open a project, select **File, Save As** and select the template directory and save. This is the same as SureTrak and Microsoft Project and it is suggested a project is cleaned up before saving as a template.

2.3 Customizing the Screen

Toolbars are displayed & hidden using **View, Toolbars** or right clicking in the Toolbar area, as in SureTrak, P3 and Microsoft Project. Primavera Enterprise has limited Toolbar customizing features.



The **Customise** allows users customise Toolbars, in the same way as Microsoft Project.

3 CALENDARS & TIMESCALE


3.1 Calendar Concepts

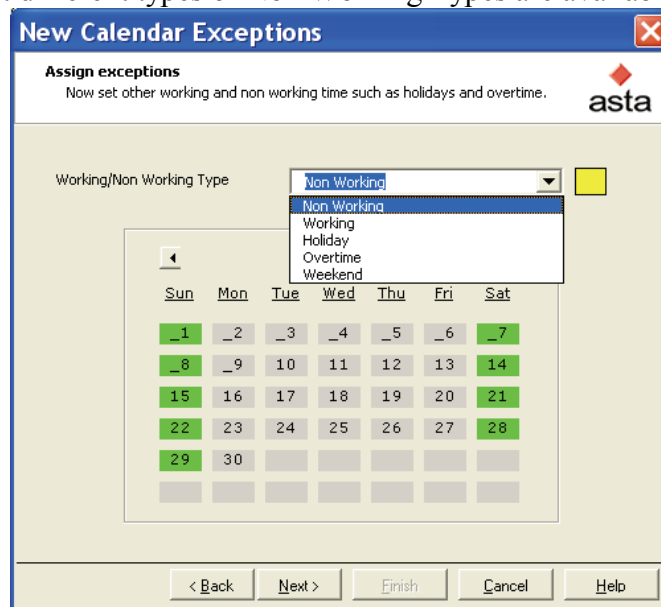
Calendar concepts are far better and more developed than the other products and summary durations (durations displayed in days or weeks) calculate correctly. SureTrak, Primavera Enterprise and Microsoft Project calculate the summary durations using one parameter and therefore when projects are assigned calendars that have a different number of hours per day then some summary durations are incorrect.

- Calendars are saved in a library & may be used for tasks and/or resources. E.g. a single calendar may be assigned to both a task and a resource.
- Each project has a default task calendar, which is assigned to a task when it is created.
- Each Calendar is assigned a Work Pattern which determines the working hours per day & week for the calendar. A Work Pattern may be assigned to more than one Calendar.
- The task calendar may be changed after the task has been created.
- When a different calendar is assigned to a project then all new tasks are assigned the new calendar as they are created.
- Relationships or Logic Links are called links. The term Relationships is reserved for the relationship between Summary and Detailed tasks in Power Project. The link between two activities in P3, SureTrak and Microsoft Project has a duration and in P3 and SureTrak is calculated on the predecessor calendar and in Microsoft Project 2002 to 2007 on the successor calendar. In Power Project both the predecessor and successor may have a lead or lag from the start or finish of the task and the link joins these two points. Therefore there is no calendar on a link and Asta provides a unique and superior solution than other products.
- Exceptions are non work time and may be named, e.g. Weekends or Holidays. Exceptions may be user defined such as RDOs. Exceptions may be used in the timescale display covered next.
- Calendars may be “Folded” to hide Non Work time on the Bar Chart. This again is a unique feature of Asta.
- Three Time Zones are available and each may have a different horizontal scales. This is similar to the SureTrak Zoned timescale.

3.2 *Creating and Editing Calendars*

3.2.1 **Creating a New Calendar**

- Open the Library Explorer by:
 - Clicking on the  icon on the Standard Toolbar, or
 - Selecting **View, View, Library Explorer**.
- A new window has been opened, like Primavera Enterprise and open windows may be accessed from the **Window** menu or using Ctl Tab to scroll through open windows.
- Select the **Calendar Object** (Folder)
- Right click in the right hand pane and select **New Calendar** & run the wizard.
- The non work times may be set on the Assign Exceptions form in a similar way to SureTrak but different types of Non Working Types are available:



New Calendar Exceptions

Assign exceptions
Now set other working and non working time such as holidays and overtime.

Working/Non Working Type: **Non Working**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

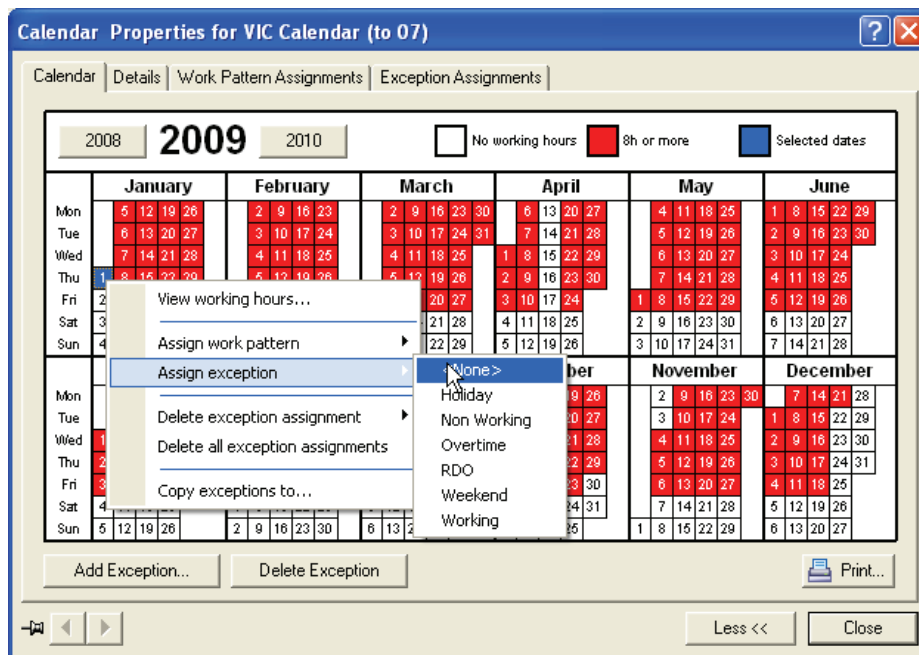
< Back Next > Finish Cancel Help

- To Close the Library click on the Close Icon at the Top Right Hand side of the window.

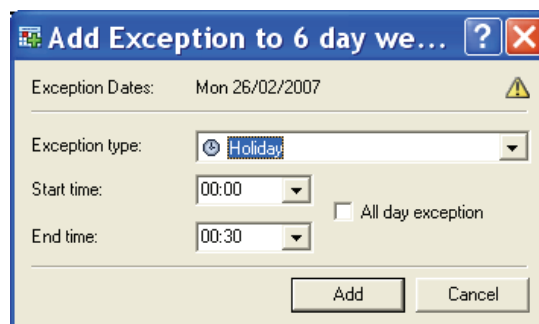
3.2.2 Editing a Calendar

To Edit a Calendar:

- Double Click in Library Explorer on the calendar to be edited,
- Click on the **Calendar** tab
- Select the days to become non work using Ctl Click, Shift Click or selecting a Day on the Left Hand Side
- Right click on a select day, from the menu select **Add Exception** and select the Exception type.



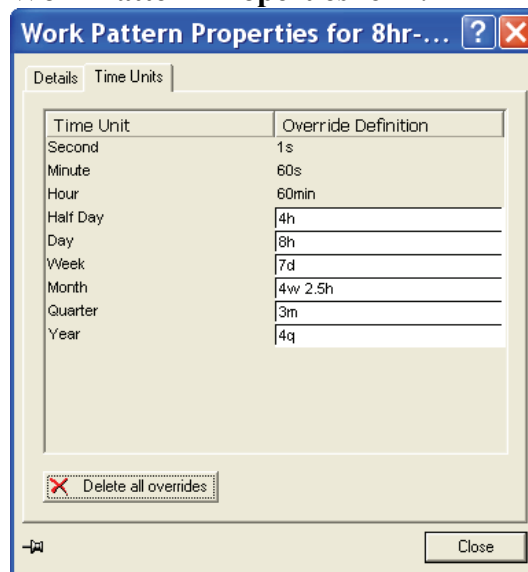
- Select the start and finish time for every selected date or select **All day exception**:



3.2.3 Summary Duration Calculation

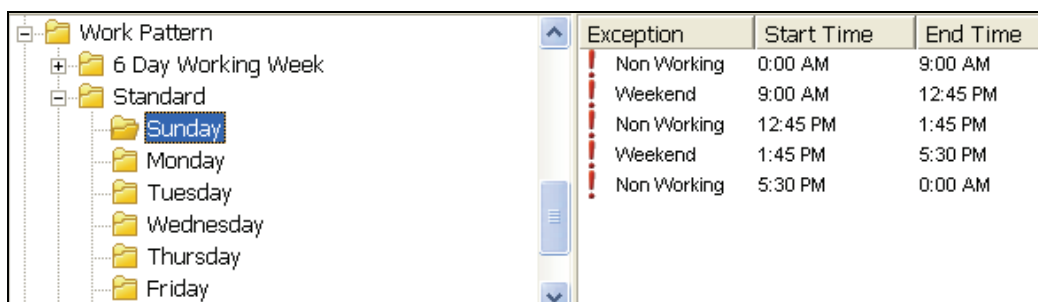
SureTrak, Primavera Enterprise and Microsoft Project all have one factor to display summary durations for displaying durations in days or weeks or months. Thus a schedule with multiple calendars that have a different number of working hours per day will always display summary durations incorrectly if the calendar is not matched to the correct factor.

In Power Project each calendar has its own factors and therefore all summary durations will be displayed correctly if the calendar is set up correctly. Right click on the Calendar in the Library View to open the **Work Pattern Properties** form:



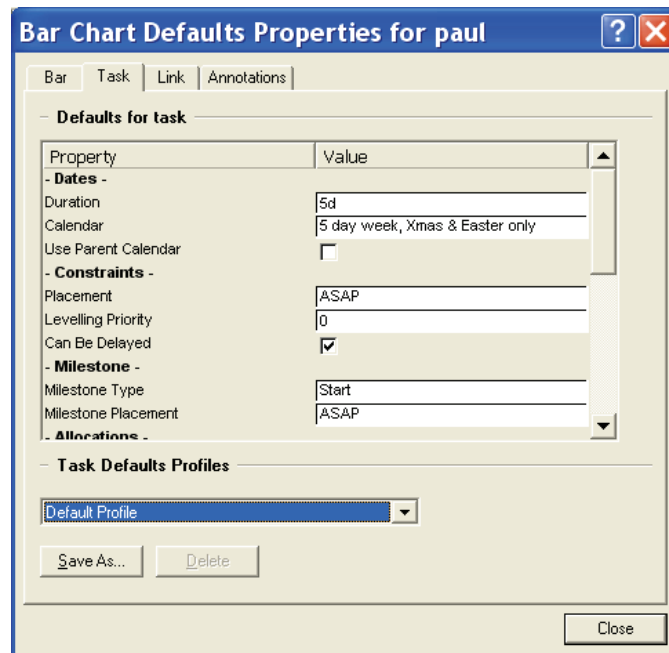
3.2.4 Editing a Work Pattern

Select the **Work Pattern** that has been assigned to a calendar in the Library Explorer to edit the working hours for each day and edit the working hours per day.



3.2.5 Setting the Default Task Calendar

Select **Tools, Bar Chart Defaults...**, **Task** tab and select the default calendar:



4 ADDING ACTIVITIES

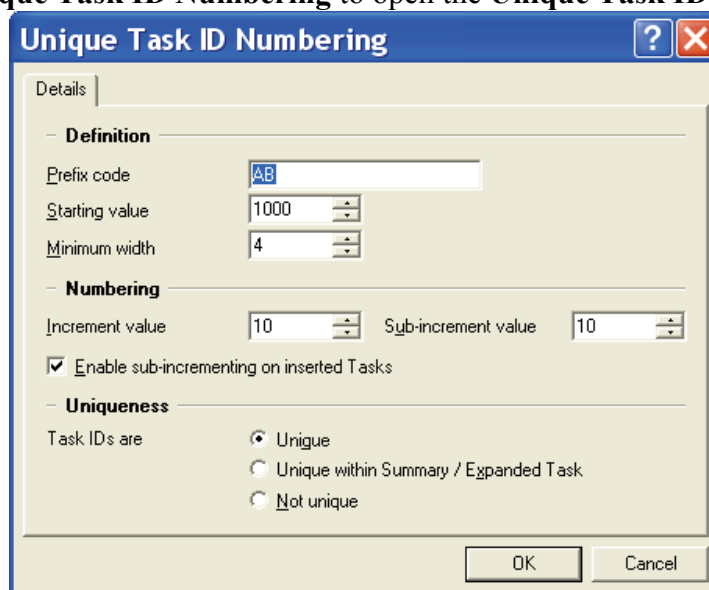
Each task has:

- A line number which is renumbered as tasks are inserted.
- Task ID Number which is unique to the task and is generated based on the unique Task ID Rules.

Activities may be created by copying and pasting from other products.

4.1 Task ID Rules

Select **Tools, Unique Task ID Numbering** to open the **Unique Task ID Numbering** form:



The screenshot shows the 'Unique Task ID Numbering' dialog box with the following settings:

- Definition**
 - Prefix code: AB
 - Starting value: 1000
 - Minimum width: 4
- Numbering**
 - Increment value: 10
 - Sub-increment value: 10
 - Enable sub-incrementing on inserted Tasks
- Uniqueness**
 - Task IDs are:
 - Unique
 - Unique within Summary / Expanded Task
 - Not unique

Buttons: OK, Cancel

Most headings are self explanatory:

- The Prefix code are characters placed in front of a code.
- Minimum width prefixes the ID Number with zeros
- Sub-increment is used to number tasks assigned to one bar or to create an inserted task number so one does not have to renumber inserted task as with SureTrak.

4.2 Add Tasks

The Task and the Bar have a description and a Task may be added without a Bar and a Bar without a description, thus making it a heading, but not a summary task, this is a very useful function to subdivide a long list of tasks without creating a new level of summary tasks.

4.2.1 Methods of adding tasks:

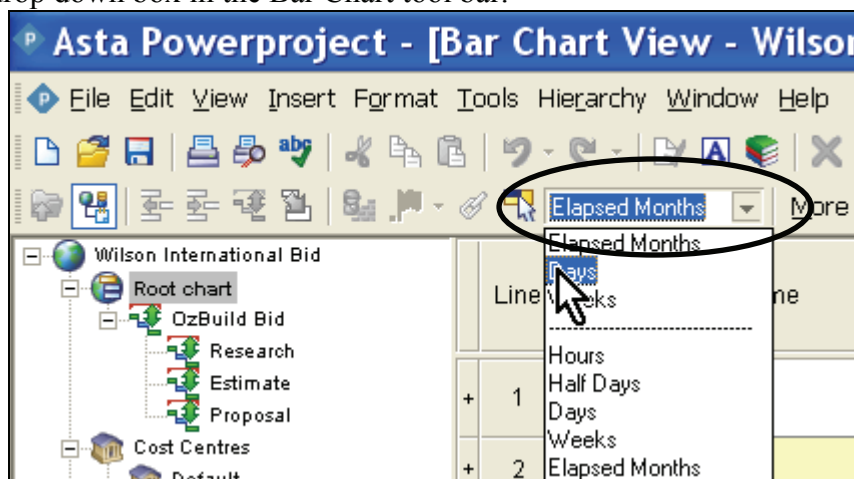
There are two main options

- Type in the name & assign a duration, it will be scheduled ASAP,
- Draw a task on the Gantt Chart by dragging with the mouse in the Bar chart area where the task is required, then type in the name.

When a task is added by drawing, the task remains in the place as the scheduling only takes place when the schedule is rescheduled.

4.2.2 Task Placement

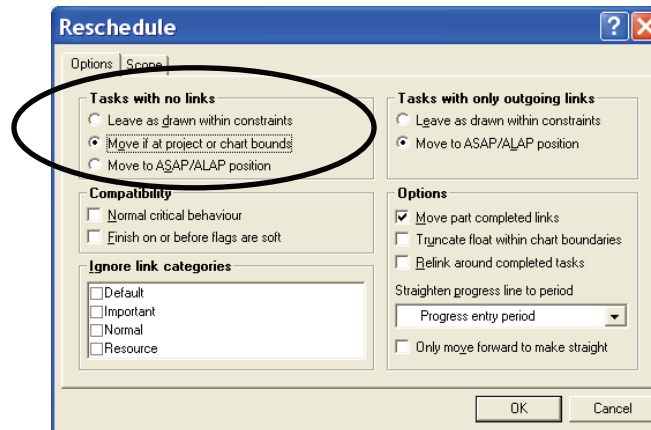
When dragging a bars it may be made to snap to a days, week etc by selecting the **Snapping Time Unit** drop down box in the Bar Chart tool bar.



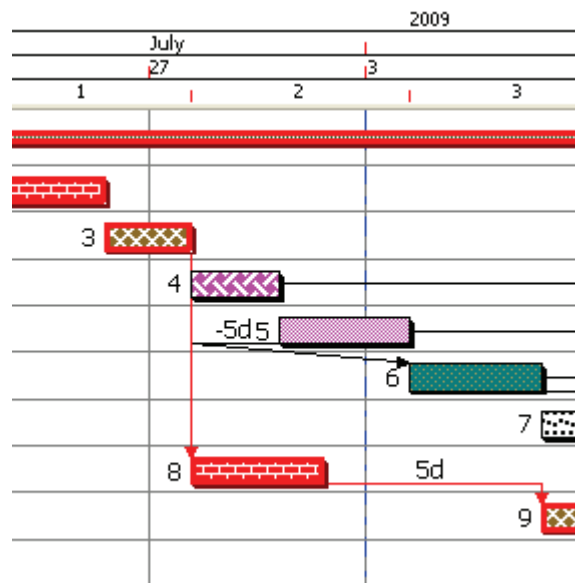
4.2.3 Task on the Same Line

A second task may be added on a line by dragging a second task on the same line.

The method that these tasks on one line are scheduled is selected in the **Tools, Schedule, Options** tab under the **Tasks with no links** section:



NOTE: These tasks have an inherited Finish to Start relationship, note the task below is ignoring the -5 day Lag but acknowledging the 5d Lead




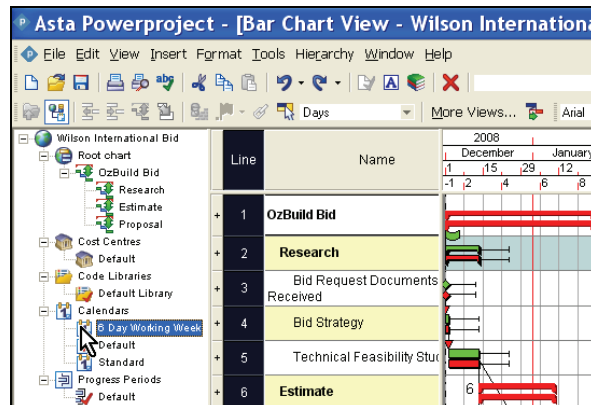
The bar and tasks may have different names, the defaults are set in **Tools, Options, Edit** tab:

- They may be named in the table, or
- By selecting the whole bar or task by clicking on the line number,
- Right clicking and selecting the Bar properties and
- Select the Bar or Task tab as appropriate.

4.2.4 Assign Task Calendars

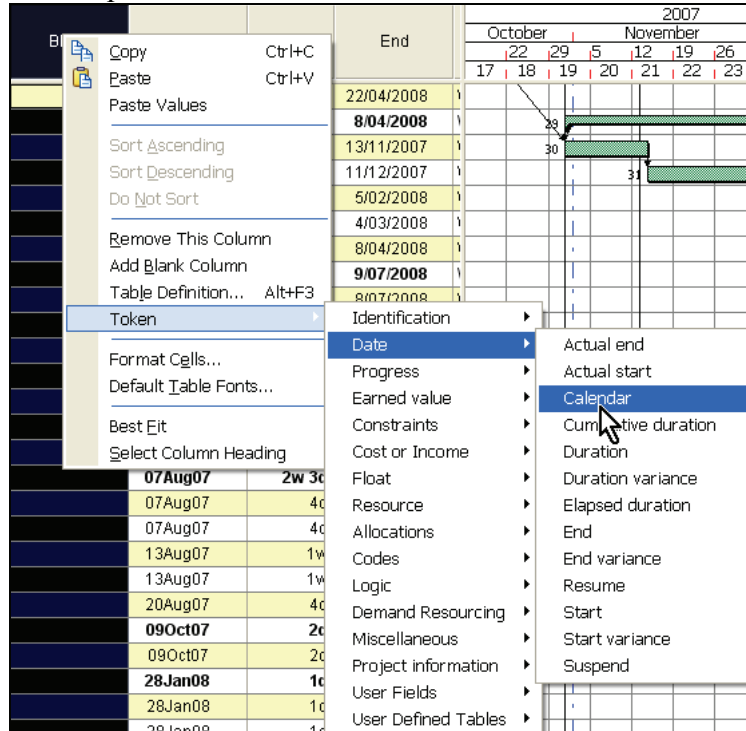
A calendar may be dragged to assign it to a task:

- Open the Project view using **View, Project View**, or click on the  icon and this will open on the Left hand Side the Project Pane where schedule resources may be accessed from.
- Select one or more tasks, then
- From the Project window expand the Calendars and drag a calendar on to the task bar.



4.2.5 Columns

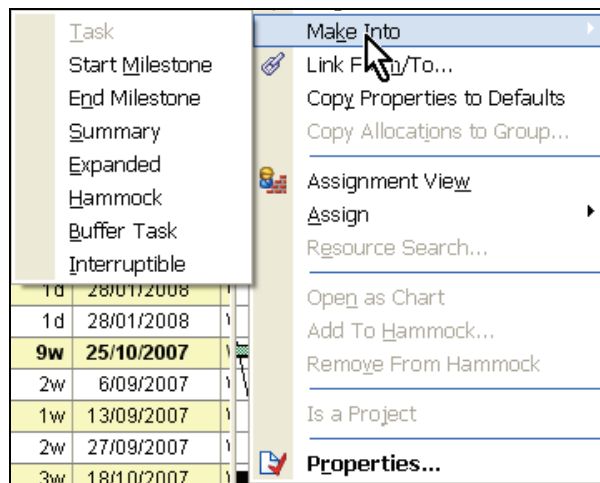
- Add a column by right clicking on the header where a new column is required and select **Add Blank Column**.
- To display for example the Calendar column right clicking on the blank column (or any other existing column should you wish to change the contents) and select **Token**, then select the required data filed:



4.2.6 Create Milestones

To create a Milestone:

- Enter a zero duration to make a task a Start Mile Stone, or
- Right click on the task in the Bar chart and select **Make Into** and select the milestone type:




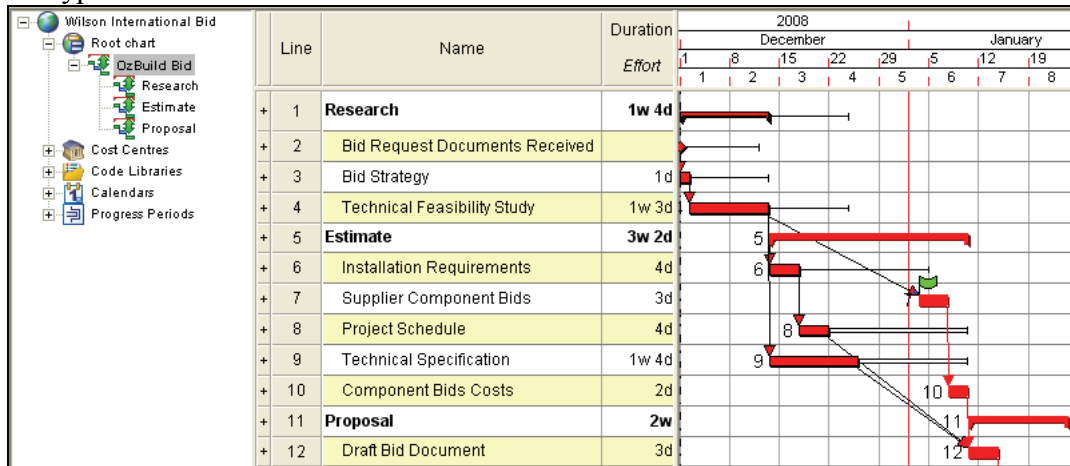
- Right Click on the Bar Chart and select insert Milestone.



5 CREATING AND ASSIGNING SUMMARY TASKS

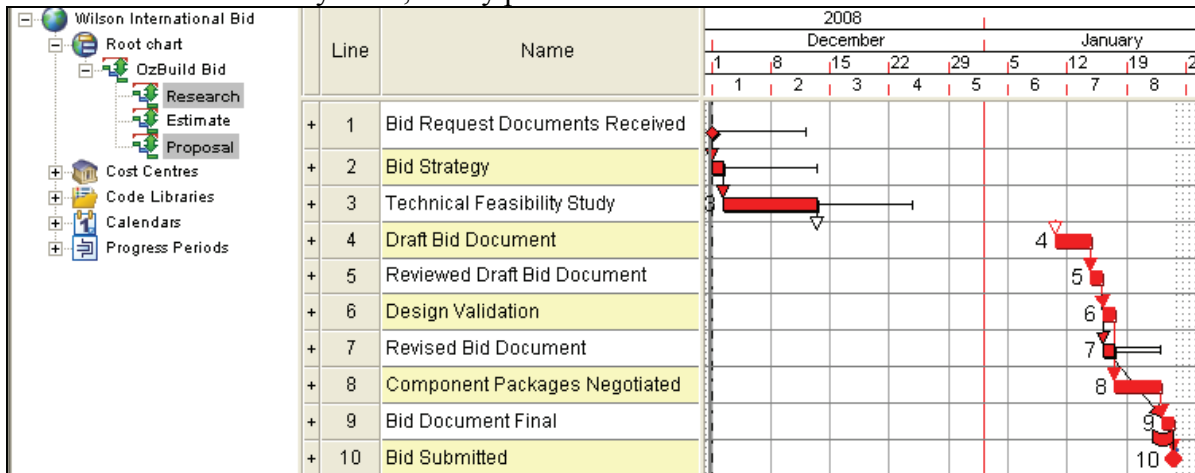
5.1 Summary Tasks may be Indented like MSP

Summary Tasks may be added to create a project breakdown structure:

- Select the tasks (ensure you highlight the whole task not just a cell) to be summarised by highlighting the bar number
- From the Bar Chart toolbar click on the  Summarise button and a new blank Summary task will be created.
- Type in the name.



- Indent  and Outdent  icons may only be used to indent and outdent tasks after a Summary task has been created in the same way as Microsoft Project and SureTrak, but ensure the whole task or the bars is selected. This function is not available when a cell is selected.
- When the Project View is selected then the summary tasks are displayed as a hierarchical structure in the window. When one or more nodes are selected then only the tasks associated with the nodes are displayed. This is like filtering to display only selected summary tasks, a very powerful feature.



5.2 Creating a Project (Sub Project)

Creating a Project is like creating a subproject in SureTrak or P3 and should be used for a programme of projects.

- Make a summary bar for the activities that are required as a Project,
- Display the Project View using **View, Project View**, or clicking on the Project View icon,
- Select the summary bar in the project View
- Right click and select **Is a Project**

5.3 Expanded Task

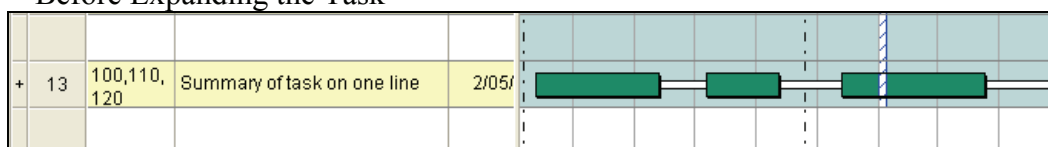
This allows the addition of tasks under an Expanded task and these tasks are not displayed in the main view. The details are only displayed when the Expanded task is opened by double clicking. This Expanded task becomes a subnet and may form part of the critical path. There is no equivalent in the other products. It enables the development develop detailed tasks for one task but not display the detail in the main schedule.

- Create a new bar
- Select, Right Click & select **Make Into Expanded**
- Display the Project View using **View, Project View**, or clicking on the Project View icon,
- Select the expanded task.

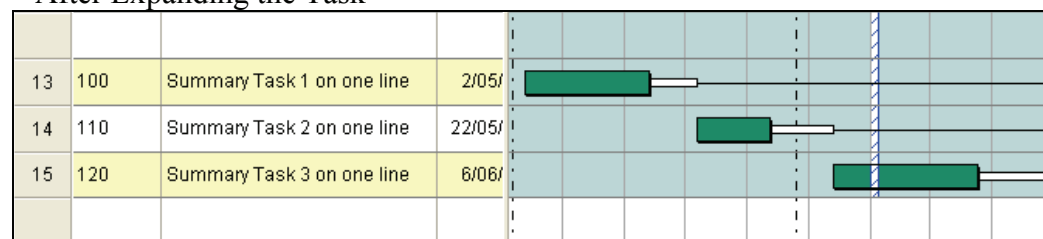
5.4 Multiple Tasks on One Line

This is used to save on vertical real-estate and allows multiple tasks on one line and would typically be a number of similar or repeating tasks. Each task could be an expanded tasks.

- Drag and draw the multiple tasks on one line in the bar chart,
- Expand and add description, duration and logic etc.
- When expanded the detailed tasks have unique Name and when rolled up the summarised task has its own description that is hidden when expanded.
- Before Expanding the Task



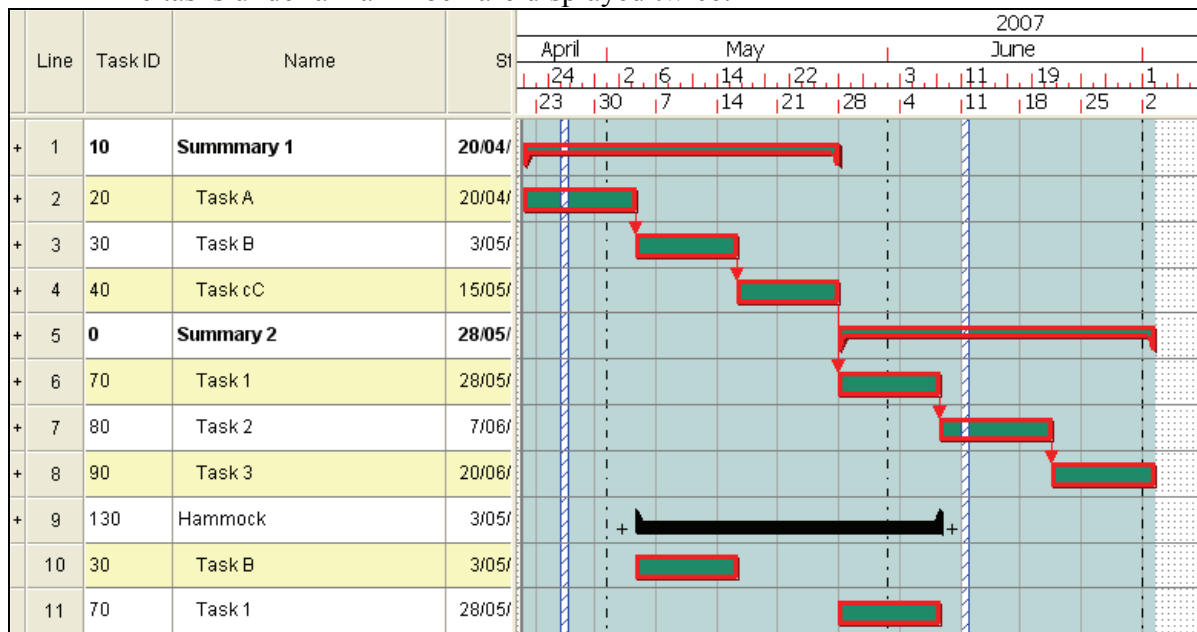
- After Expanding the Task



5.5 Hammock

A Hammock works in a similar way to a WBS activity in P3 & SureTrak and allows the durations of randomly selected tasks to be summarised but unlike Primavera products it does not have relationships. To create a Hammock:

- Create a new task, by adding a bar.
- Right click on the bar and select Make Into and select Hammock.
- Select the tasks that are required in the Hammock
- Right click and select Add to Hammock
- The tasks under a Hammock are displayed twice:



5.6 Buffer Tasks

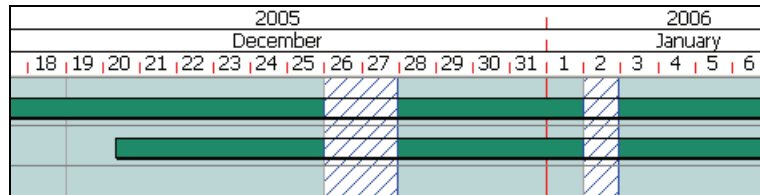
These are like Critical Chain Buffers and adjust their duration to maintain a Deadline date.

6 FORMATTING THE DISPLAY

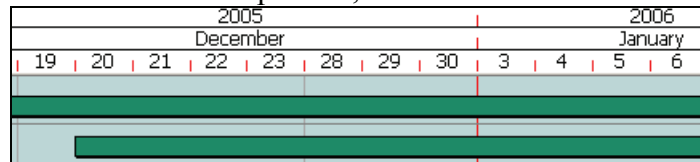
6.1 Timescale Concepts

6.1.1 Exception Display

Powerproject has the ability to hide or display Exceptions (non work time). The picture below displays all time and the Exceptions are displayed:

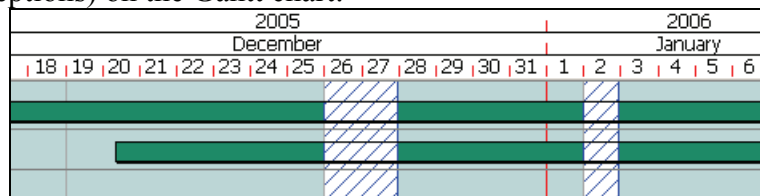


The picture below hides the non work periods, notice Dec 24 to Dec 27 are not displayed:



6.1.2 Timescale Calendar

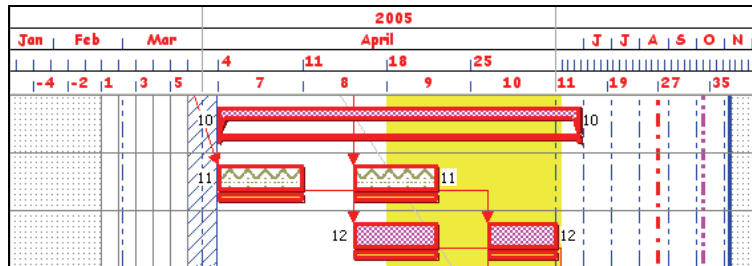
The Timescale may be set its own unique calendar, like MSP, and it may display the non work time (Exceptions) on the Gantt chart:



6.1.3 Timescale Zones

Powerproject has a similar function to SureTrak Zoomed Timescale.

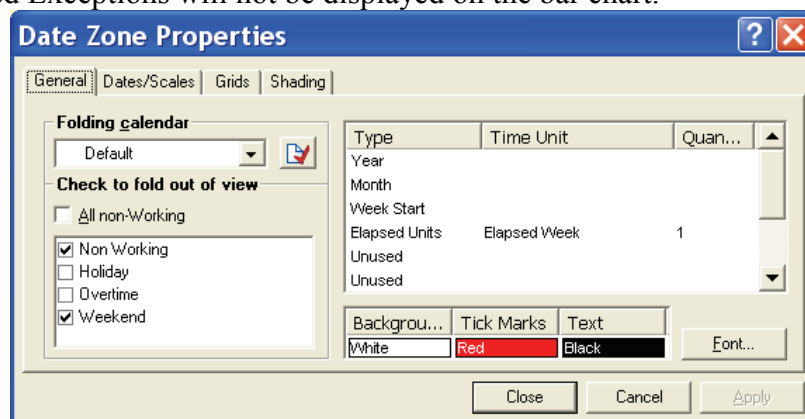
- SureTrak has the ability to create one Zoomed zone.
- MSP only displays one timescale.
- Powerproject may create up to three separate Timescale Zones with different time scales:



6.2 Formatting the Timescale

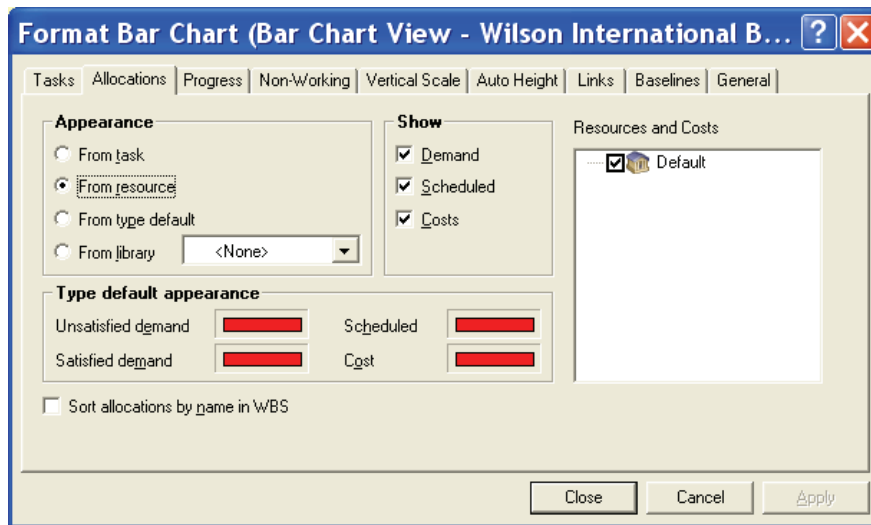
All formatting is accessed by right clicking on the timescale

- The timescale may be dragged like SureTrak to expand or contract the timescale
- Up to 10 Timescale Lines may be displayed, they are added or removed by right clicking on the timescale.
- Up to three timescale zones may be created.
- Grids (Gridlines) are formatted here.
- Shading may be added here.
- Folding exceptions hides the nonwork time and is accessed from the General tab, any checked Exceptions will not be displayed on the bar chart.



6.3 Bars

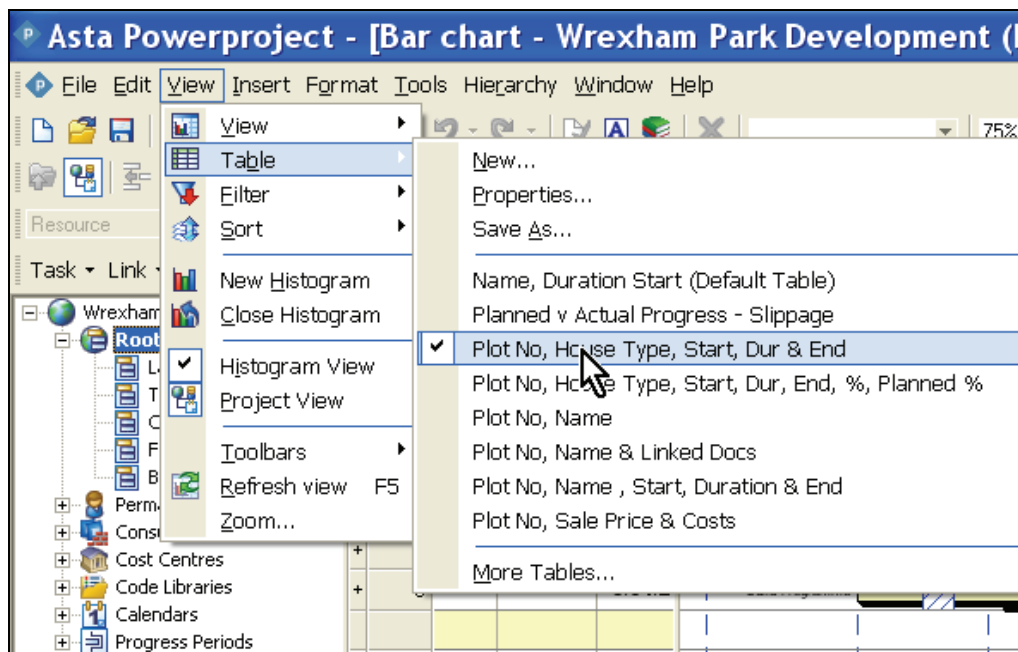
The bar chart is formatted by selecting **Format, Bar Chart** or Right Clicking in the Bar Chart.



6.4 Tables & Columns

Columns are held in a Table and Table may be displayed in a View in the same way as Microsoft Project.

- Columns may be added and removed from a Table like Microsoft Project by right clicking on a column header.
- Select **View, Table**; where tables may be saved, edited and selected for display etc in the same ways as Microsoft project.



6.5 Filters

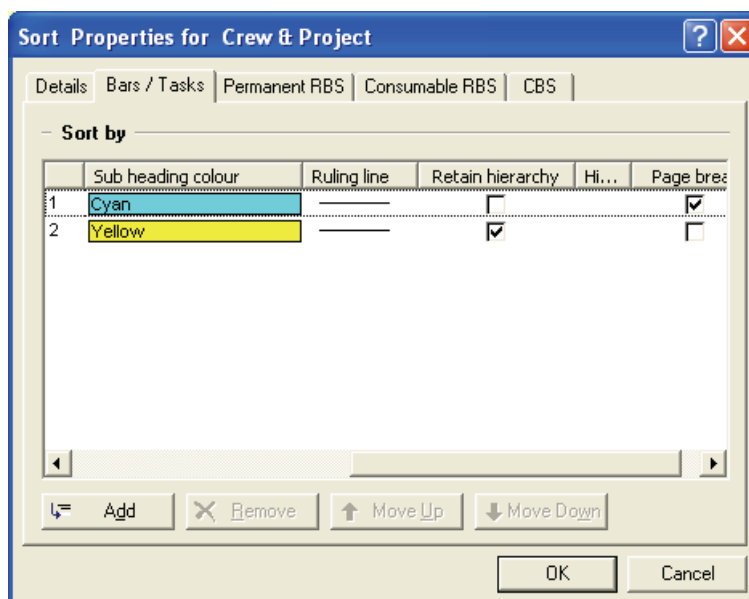
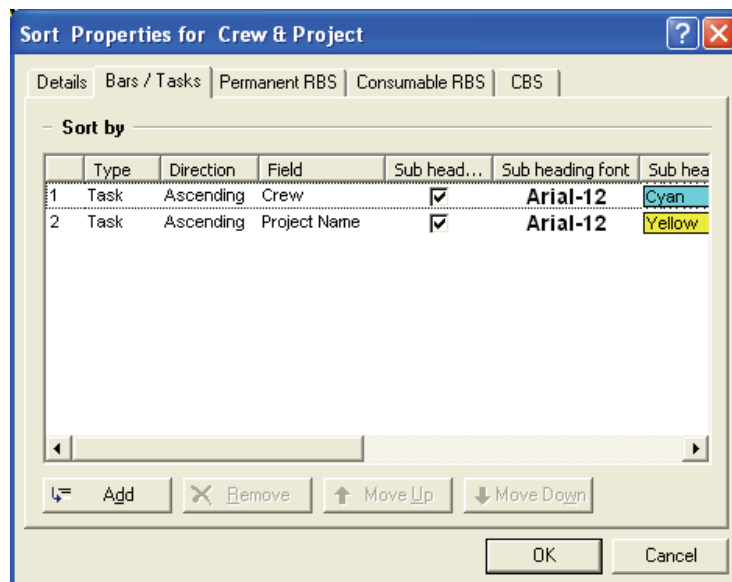
Filters are edited, created and saved using **View, Filters** in the same way as Microsoft Project.

Ctrl Clicking on node in the Project View selects only the details tasks of each node and acts as a filter and is quick and simple to use.

6.6 Sorting

Sorting is applied using **View, Sort**.

To create bands for Crews etc select **View, Sort** and generate a sort as per the pictures below:



6.7 Views

Views are more similar to Microsoft Project than SureTrak Layouts. More than one view may be displayed at a time and they may be Ctl tabbed from one to another.

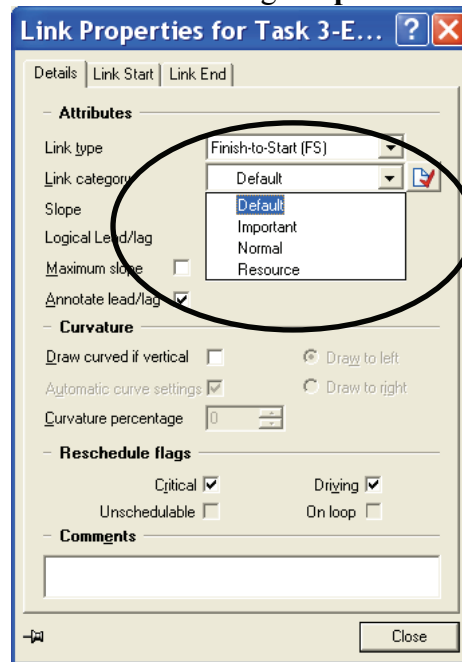
A View contains:

- Table
- Bar Chart formatting
- Timescale formatting
- Sorting
- Filters
- Histograms and other data

7 ADDING LOGIC & CONSTRAINTS

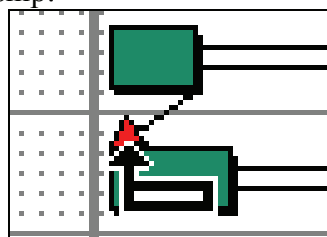
7.1 Link Category


Links may be assigned a category and link categories may be switched off. For example Sequencing Logic may be entered into a schedule to level the resources. Then these relationships switched off and the resource levelling function used. Link Categories are created in the **Library Explorer** view and assigned in the **Link Properties** form which is opened by right clicking on the link and selecting **Properties**:



7.1.1 Links may be entered by:

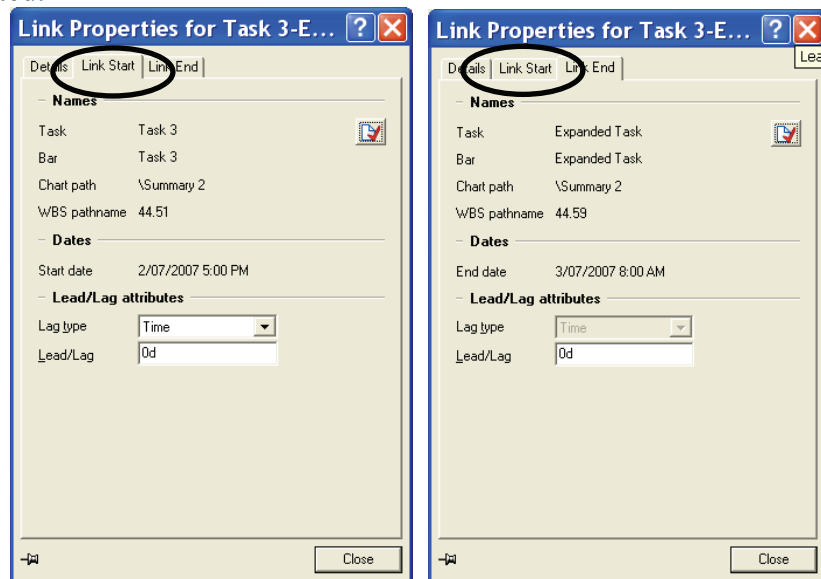
- Dragging, the relationship is end sensitive like SureTrak and all type FS, SS, SF & FF may be put in by dragging. The Picture below shows the shape of the cursor required to add a relationship:



- If the relationship is dragged half way along a successor a Lead or Lag may be assigned with out having to open a form and typing it in.
- Select multiple tasks or bars and then select the  create link button on the Bar chart toolbar. Like SureTrak it will not link in the order they are clicked on (as in Microsoft Project) and the chain linking is from top to bottom (as with Primavera products).

7.1.2 Editing relationships

- Right click on the link and select Properties and this is where the Start and End lag are edited:



7.1.3 Viewing relationships

- Right Click on Bar and select Properties
- Display the appropriate column

7.1.4 Logic may be deleted by:

- Selecting graphically & when green right click and select Delete or hit the delete button.

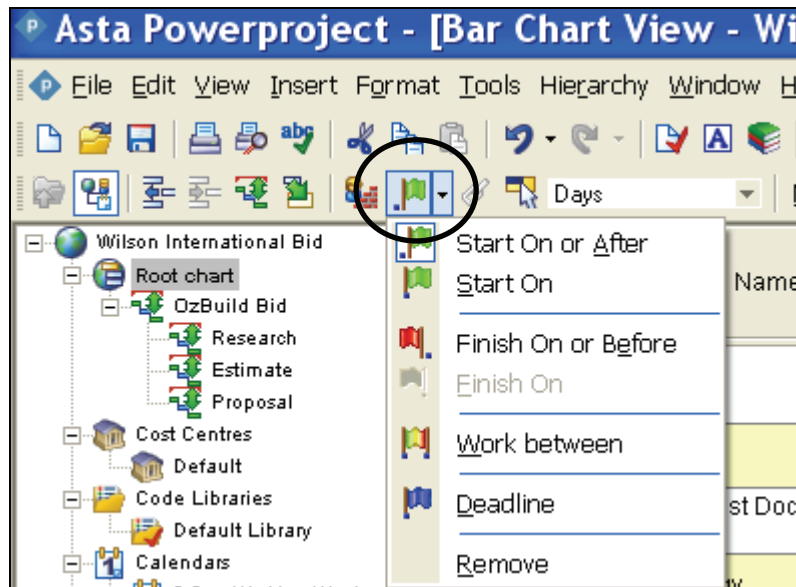
7.1.5 Adding and Reviewing Links Manually

- Select **Edit, Link From/To...** to open the **Link From/To** form to add links manually.
- Select a task bar and select **Edit Properties** or right click in the Bar Chart and select **Properties**, click on the **Links** tab to see the links. Ensure you select the bar in the bar chart.

7.2 Constraints

Constraints may be added by:


- Right Click on the task and select Constraint Flag and select the constraint, or
- Show appropriate columns
- Select the tasks and click on the Constraint button on the Task toolbar:



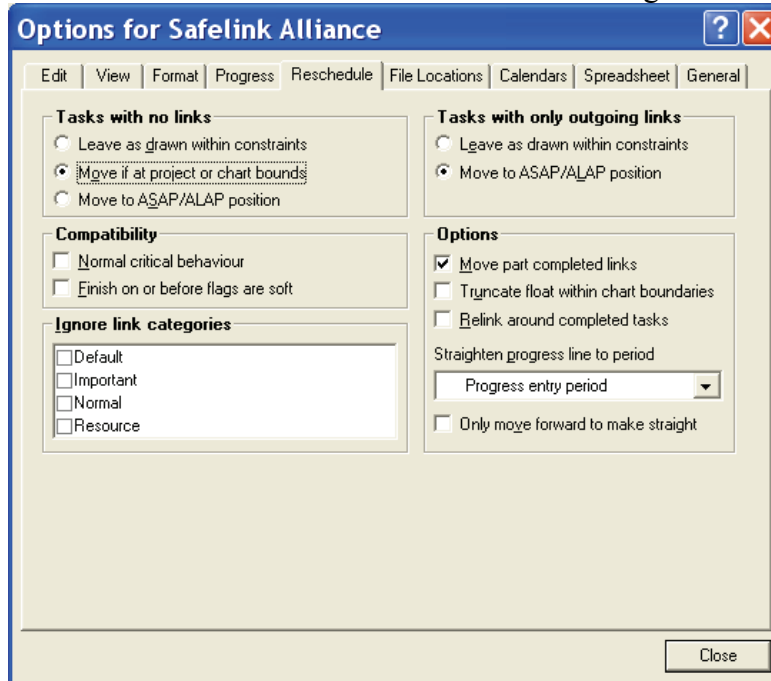
- The task may be dragged to the appropriate date and the constraint applied

8 SCHEDULING

To schedule the project:

- Press F9 or
- Click on the schedule button , accept the defaults and the project will schedule.

The **Tools, Options... Reschedule** tab sets some of the scheduling calculation parameters:



9 CREATING AND ASSIGNING RESOURCES

9.1 Creating Resources

Resources are created in the Library Explorer and there are two types:

- **Permanent Resources** which are intended to represent your labour, crews and equipment, and
- **Consumable Resources** which are intended to represent the materials consumed by the project.

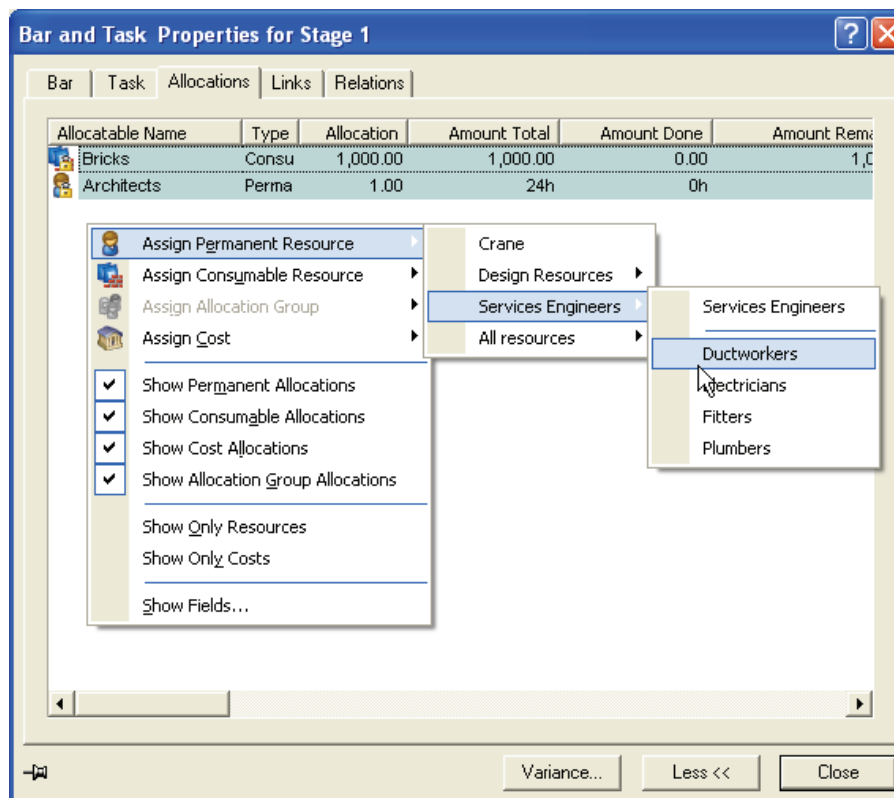
Resources may be assigned a Rate which enable multiple resources to have their rate changed by changing the value of a rate assigned to multiple resources.

Resources may be assigned a colour and pattern which is displayed in Histograms.

9.2 Assigning Resources

Resources are assigned by:

- Select one of more tasks in the Gantt chart and drag from the Library Explorer,
- Open the **Bar and Task Properties** form by right clicking in the Gantt chart and selecting **Properties**, then clicking on the **Allocations** tab:



9.3 Viewing Resource Assignments

Resource assignments may be viewed in a number of ways:

9.3.1 Resources as Bars

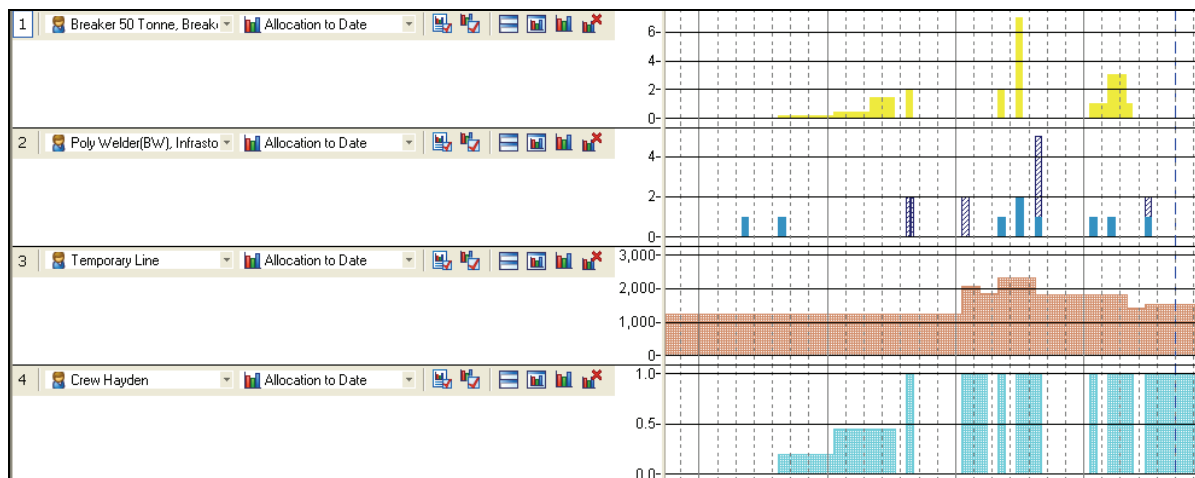
To view resource lines under each Bar name and as bars under each Task in the Gantt chart:

- Open the **Format Bar Chart** form,
- Select the **Allocations** tab,
- Select **For resource** under the **Appearance** tab.

9.3.2 Resource Histograms

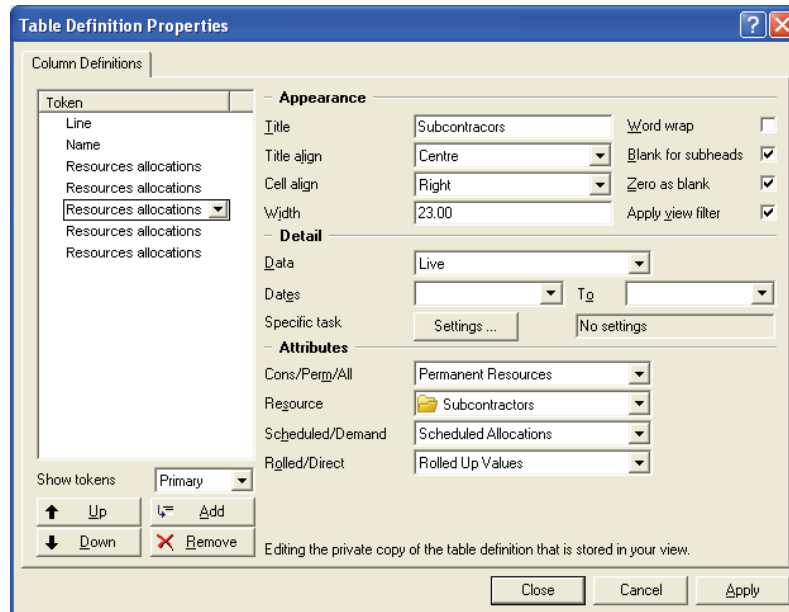
Create a histogram by:

- **View, New Histogram**,
- Edit the two boxes at the top left hand side of each histogram to select the required data.
- Multiple resources may be selected for a histogram:



9.3.3 Resource Columns

Resource data may be displayed in columns for one or more resource by formatting one or more columns in the **Table Definitions Properties** form:




Line	Name	Crew	Plant	Subcontractors	Temp Line	Pipe
1	TEMPLATE		2.00	1.00	200.00	125 PN 12.5 394.00
2	Start Siteworks					
3	Weld Strings BW					
4	[Enter Street Name] Temporar				200.00	
5	Install Temp Services	1.00				
6	Install Infracstop/Valve Control					
7	Water Off					
8	Connections 1					
9	Pipe Burst Prep 1					
10	Construct Pipe Burst 1	1.00	1.00			125 PN 12.5 197.00
11	Weld EF	1.00				
12	Connect Water Services 1	1.00				
13	Charge & Test					
14	Remove Infracstop	1.00	1.00			125 PN 12.5 197.00
15	Remove Temporary Services	1.00				
16	Restoration			1.00		
17	Finish Siteworks					

9.3.4 Resource Table

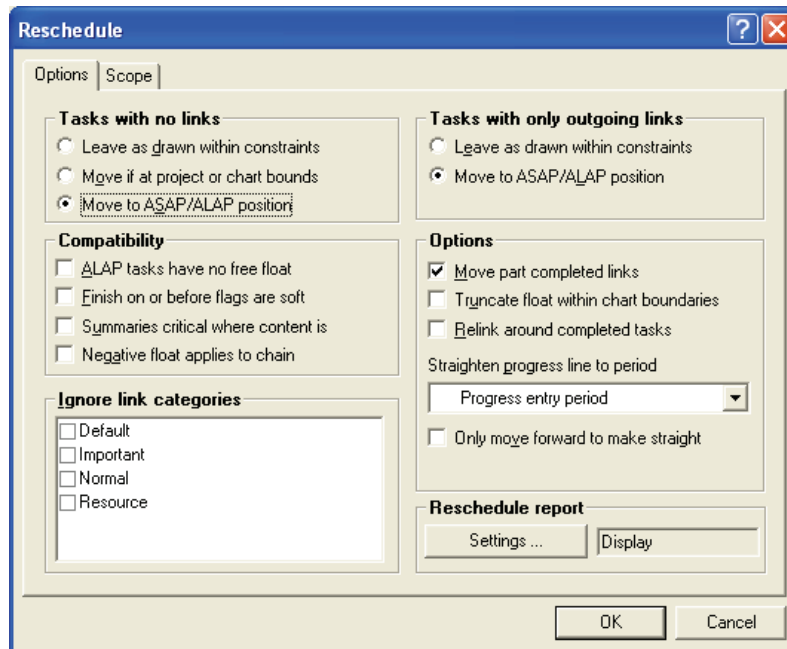
Your should be able to create a Resource Table.

10 SCHEDULING

To schedule the project:

- Press F9 or
- Click on the schedule button , accept the defaults and the project will schedule.

The **Tools, Options... Reschedule** tab sets some of the scheduling calculation parameters:



Scheduling Report may be turned on or off here.





11 PRINTING

11.1 Concepts

A printout has a border file which defines the static information on a printout such as titles, logos and paper output and orientation. The default files are saved in the Border subdirectory.

11.2 Setting the Software to Print

The print defaults need to be set before successful printing may take place.

- Select Print, Preview
- Select the Border File, say CHT-A3L.B which is an A3 Landscape file
- Select the Printer Properties from the Print from, use the Print Settings  button. Set the paper size and orientation to be the same as the Border file.
- Select the Appearance tab and uncheck Font scaling.
- Close the form.
- Select One Page  or Multiple pages  as required.
- Click on other icons as required or select Print Settings  and check the remainder of the settings.





12 PRINTING

12.1 Concepts

A printout has a border file which defines the static information on a printout such as titles, logos and paper output and orientation. The default files are saved in the Border subdirectory.

12.2 Setting the Software to Print

The print defaults need to be set before successful printing may take place.

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- Select the Appearance tab and uncheck Font scaling.
- Close the form.
- Select One Page  or Multiple pages  as required.
- Click on other icons as required or select Print Settings  and check the remainder of the settings.

13 SETTING A BASELINE

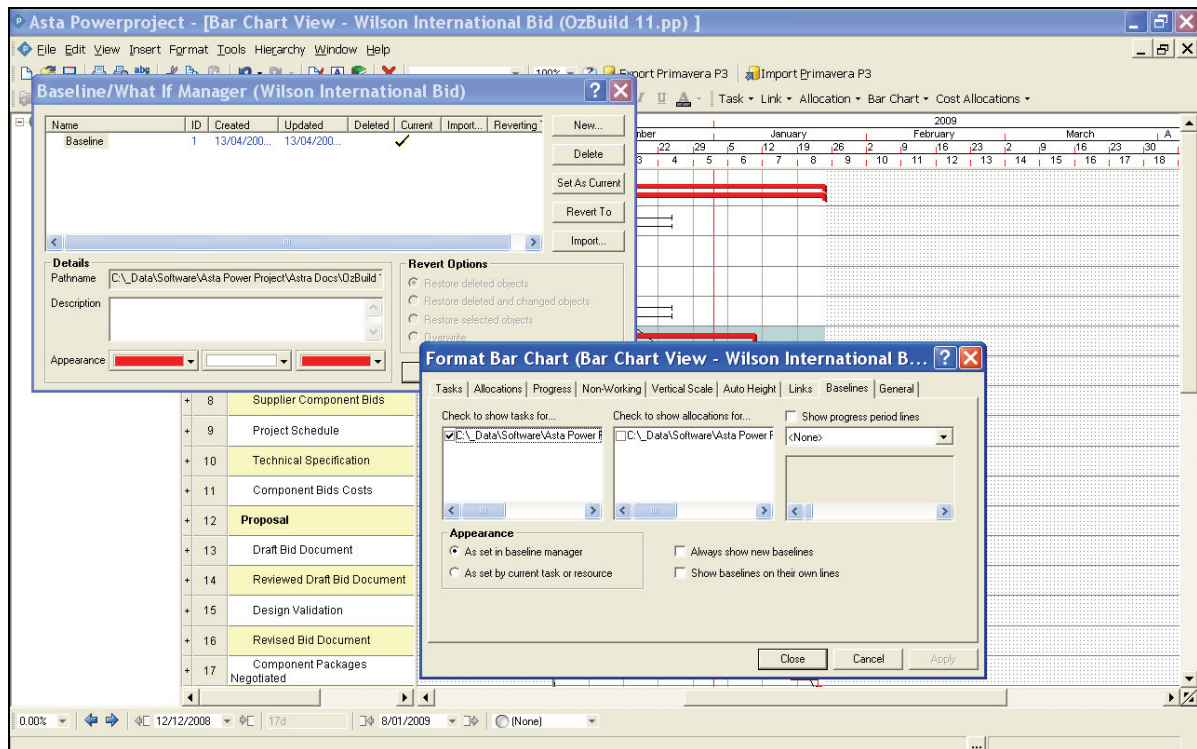
A baseline may be set for:

- A project, or
- Selected Tasks

Select **File, Baseline/What If Manger....**. The process is wizard driven and self explanatory.

13.1 Create the Baseline

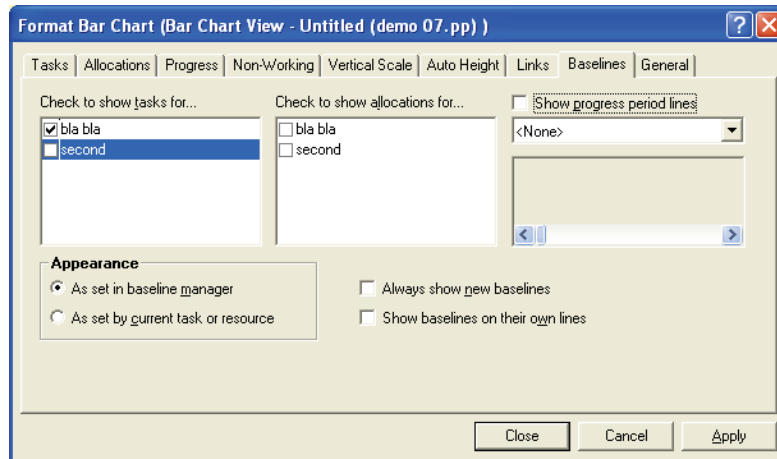
- Select **File, Baseline/What if Manager...**
- Select **New**
- Follow the Wizard & Apply
- Select **Format, Bar Chart, Baseline** tab and select the baseline you wish to display.
- Turn of the Critical Path by selecting **Format, Bar Chart..., Task** tab and uncheck **Critical**.



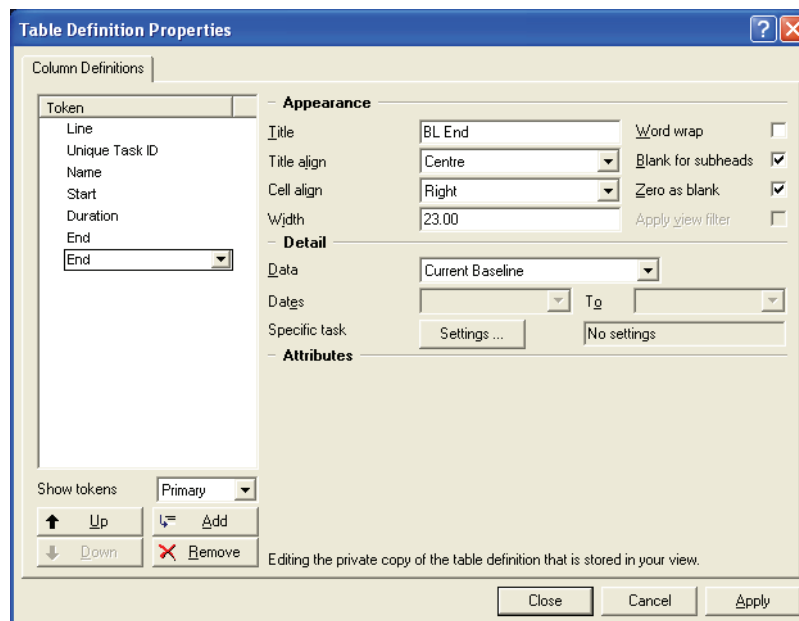
13.2 Displaying Baseline Data

To display the Baseline:

- Baseline bars are displayed by right clicking in the select **Format, Bar Chart** and select the **Baselines** tab.



- Baseline data may be displayed in columns by changing the **Detail Data:**



14 PROGRESSING A SCHEDULE

Steps are:

- Save a new file for this update
- Collect status data, not covered in the document
- Set the progress report date
- Enter progress and changes
- Reschedule
- Show variances

14.1 File naming Convention

It is suggested that a new file is saved every day using the “yymmdd Infratec Projects Schedule” naming convention and is the same date as the current progress period.:

E.g. a file names “090721 Infratec Projects Schedule.pp” is a schedule update on the 21 July 2009 at 17:00.

14.2 Set the progress report date

There are two options for setting the progress date/s in Powerproject.

- A single Report Date may be set, or
- A number of Report Dates may be set up at the start of the project and each one used in turn as the schedule is progressed.

At Infratec one Report Date is going to be used and changed when the schedule is updated each day. This will be at 17:00 each day.

To change the Report Date and Time open the **Progress Properties** form, say by right clicking on the **Progress Periods** in Library Explorer.

14.3 Enter progress

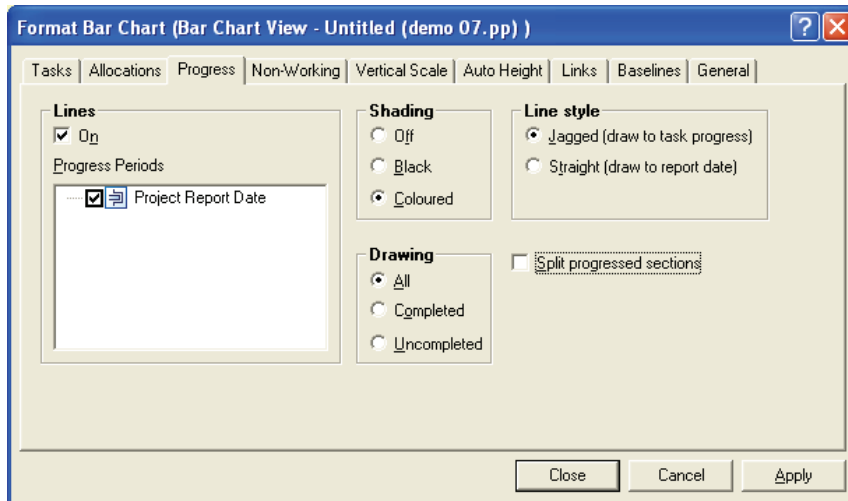
To enter progress:

- Apply the Progressing View
- Completed activities have the
 - Actual Start and time set, and
 - Actual Finish date and time set.
- In-progress activities have the:
 - Actual Start and time set,
 - Duration Remaining

CONVERTING TO ASTA POWERPROJECT

- % Complete
- Apply a Start Constraint if there is going to be a delay to the recommencement of the task.
- Add new scope etc.

If you do not want to see the bars being split then remove the **Split progress sections** check from the **Format Bar Chart** form:



14.4 Reschedule

Press F9 to reschedule and run reports.

14.5 Completed Projects

It is suggested that once a project is complete it should be deleted from the Asta Powerproject file.