Welcome to the
Eastwood Harris Pty Ltd
Primavera P6
Version 7
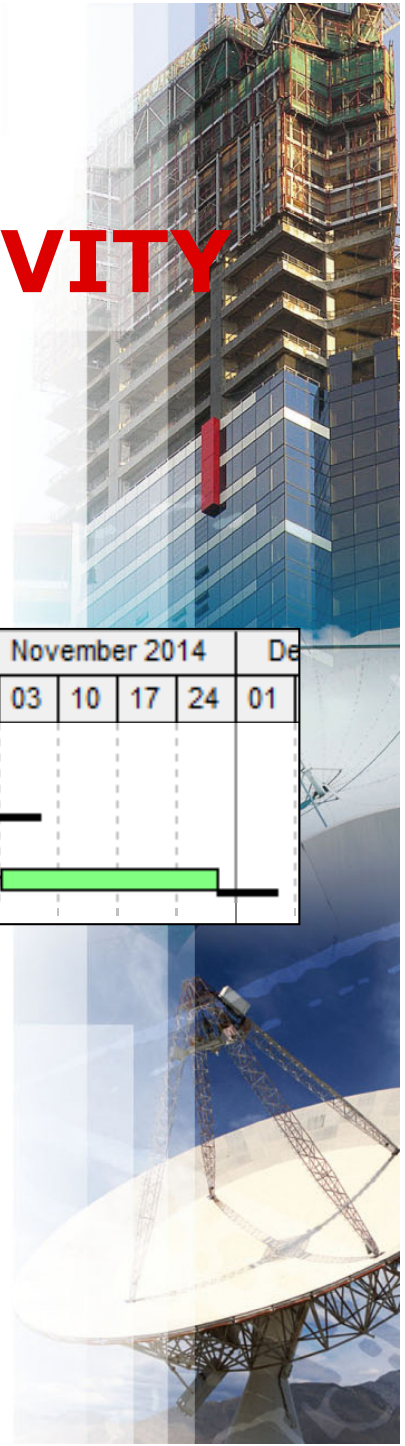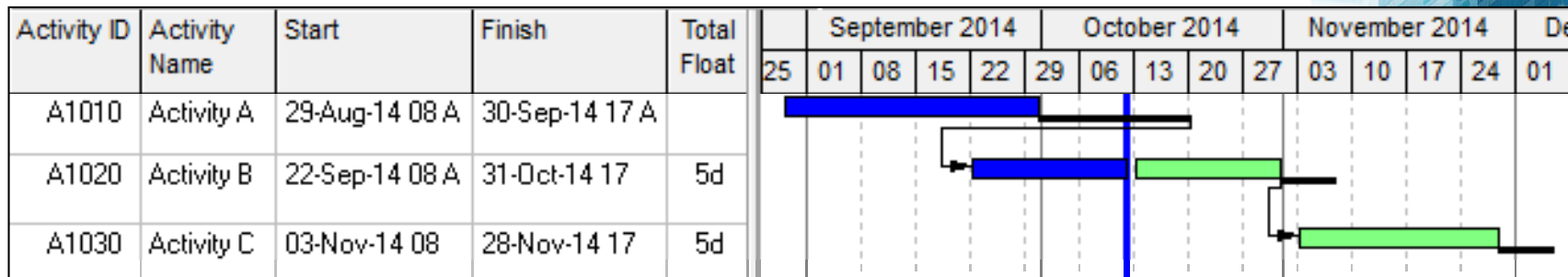**Formatting Bars Presentation**

P6 BAR DEFAULTS

- The P6 bar defaults may be misleading and the following changes to the Primavera default bar formatting should be considered,

- Don't ever press the **Default** button as that will not save your changes but re apply the Primavera standard settings, which are not the best,

- Once you have fixed up the bars use this Layout (Layouts covered later) to create other new layouts.
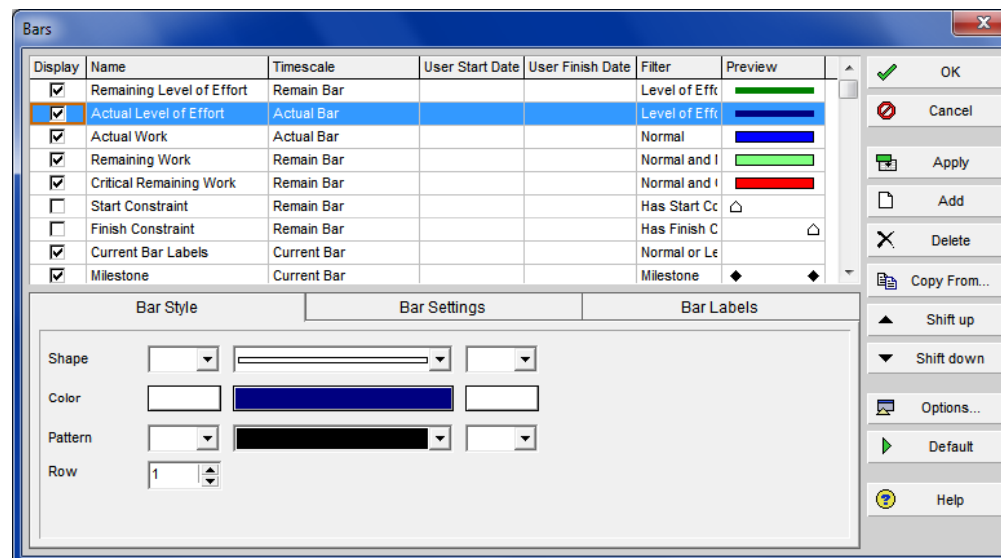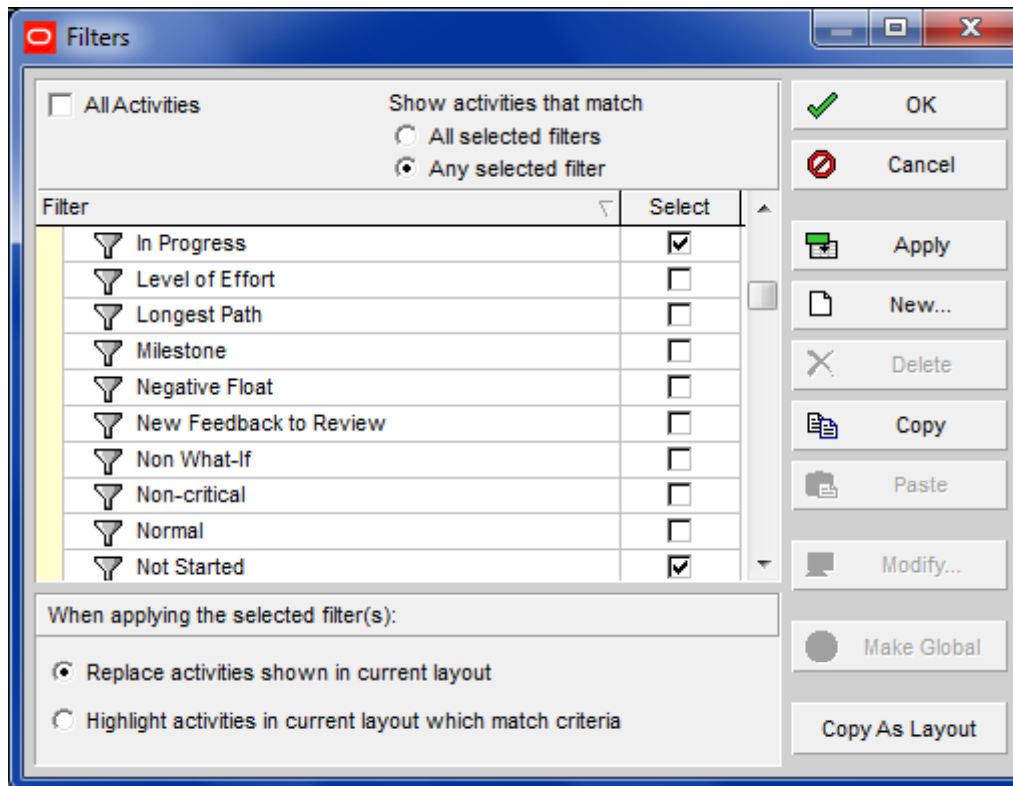
FLOAT ON A COMPLETED ACTIVITY

- By default a Total Float bar is displayed on a completed task, but the Float value is set to "Null", this is not logical:

Activity ID	Activity Name	Start	Finish	Total Float
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A	
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d

FLOAT ON A COMPLETED ACTIVITY

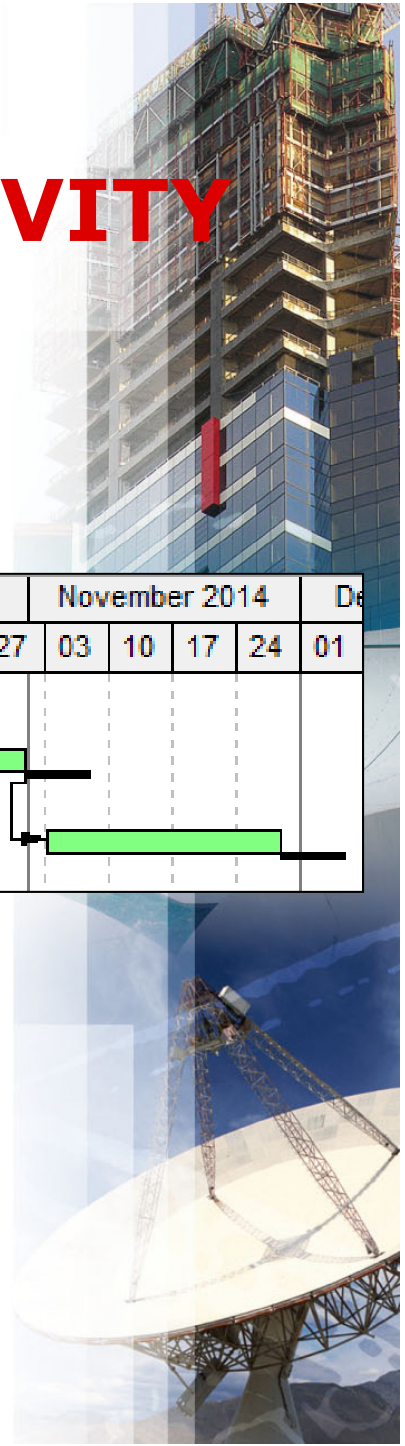- To remove this bar set the filter on the Float Bar in the in the **Bars** form to be **Not Started or In Progress**:

Display	Name	Timescale	User Start Date	User Finish Date	Filter	Preview
☑	Float Bar	Float Bar			Not Started or In Progress	▬▬▬▬

FLOAT ON A COMPLETED ACTIVITY continued...

- This is what it should look like now:

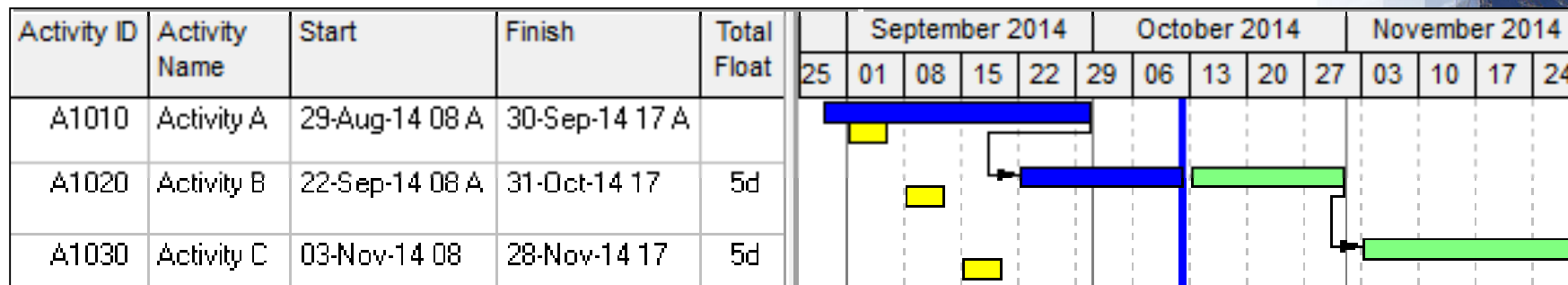| Activity ID	Activity Name	Start	Finish	Total Float
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A	
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d

RELATIONSHIPS DISPLAYED ON THE BASELINE BAR

▪ By default the relationships are displayed on the Baseline bar which is not a normal method of displaying them,

Activity ID	Activity Name	Start	Finish	Total Float
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A	
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d
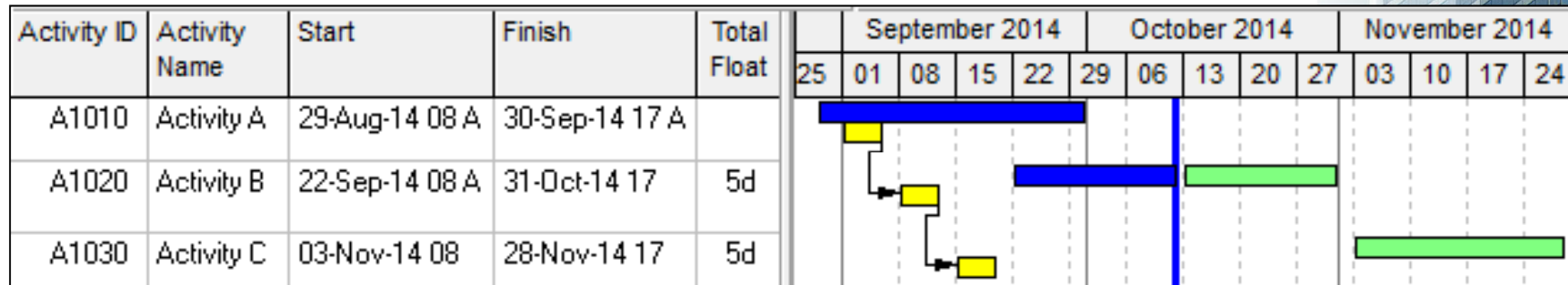
▪ To remove relationships on the Baseline bar,

▪ Move the Baseline bars to the bottom of the Bars form:

| Activity ID	Activity Name	Start	Finish	Total Float
A1010	Activity A	29-Aug-14 08 A	30-Sep-14 17 A	
A1020	Activity B	22-Sep-14 08 A	31-Oct-14 17	5d
A1030	Activity C	03-Nov-14 08	28-Nov-14 17	5d

Project Baseline Bar Display

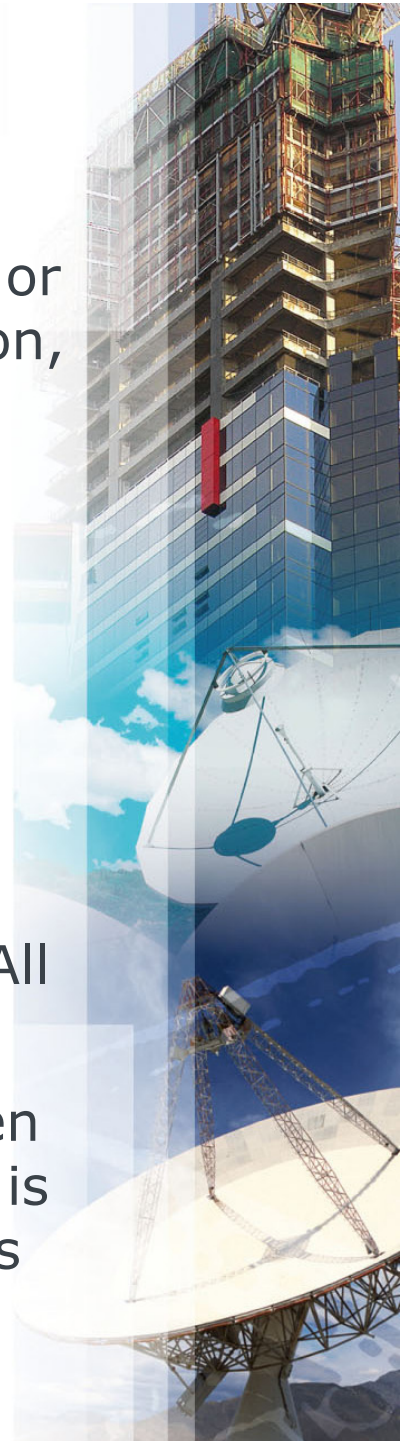After you have moved all the baseline bars to the bottom:

- There is no **Project Baseline Milestone**, this will need to be added,

- The **Project Baseline** and **Primary Baseline** bars are both narrow yellow bars, the same as the Negative Float,

  - It is suggested you make them a different color and put them as thicker bars on the top and bottom of row 2,

  - The change the **Baseline Milestone** colors to match,

  - Change to shape so one may be seen behind the other, and

  - Change the descriptions so they make sense,

- There are no **Secondary Baseline** or **Tertiary Baseline Milestones**, if you are not using these then delete these bars:
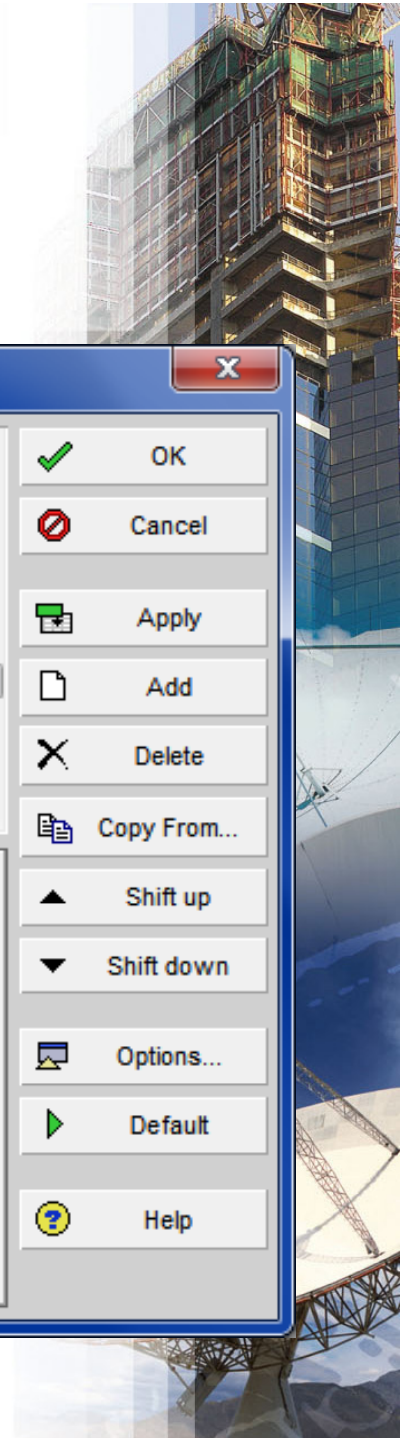
Display	Name	Timescale	User S	User F	Filter	Preview
☐	Project Baseline Bar	Project Baseline Bar			Normal	▬
☐	Project Baseline Milestone	Project Baseline Bar			Milestone	▼ ▼
☐	Primary Baseline	Primary Baseline Bar			Normal	▬
☐	Primary Baseline Milestone	Primary Baseline Bar			Milestone	▲ ▲
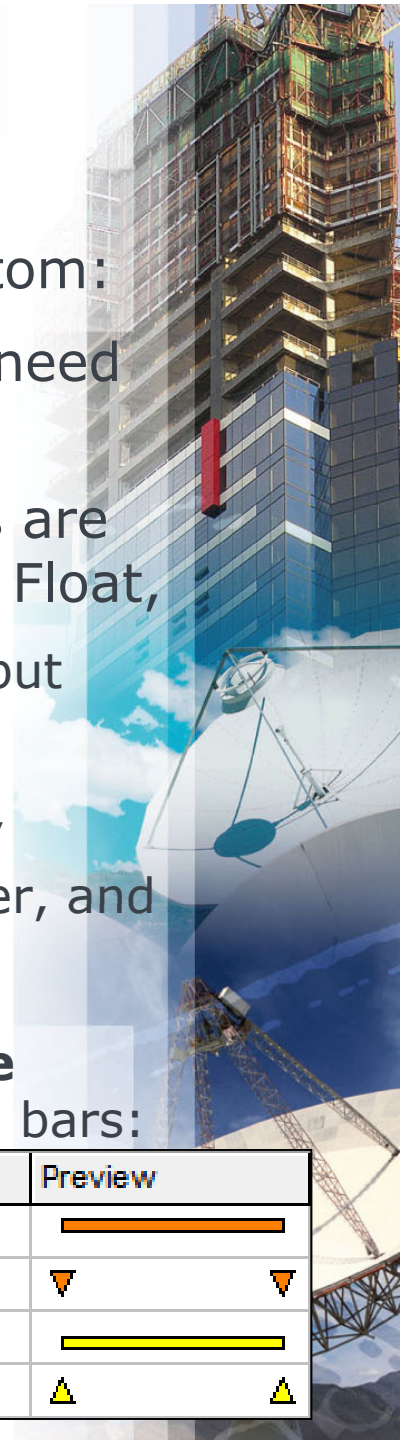
Text on Bars

- There is text on many bars and it is difficult to add or remove text from bars with the current configuration,

- It is suggested that text is removed from all bars, except from the **Current Bar Labels** bar,

- This is done by:

  - Clicking on the **Bar Labels** tab at the bottom,

  - Clicking on one bar at a time and using the Delete button at the bottom (NOT SIDE) of the screen to delete the text line,

- Change the **Current Bar Labels** bar filter to read All Activities, see next slide,

- Now if you display the **Current Bar Labels** bar then text will be displayed on all bars and when this bar is hidden then all text will be removed from bars, thus making it simpler to add or remove Bar text.

Text on Bars

- This is how the bars from should look now:
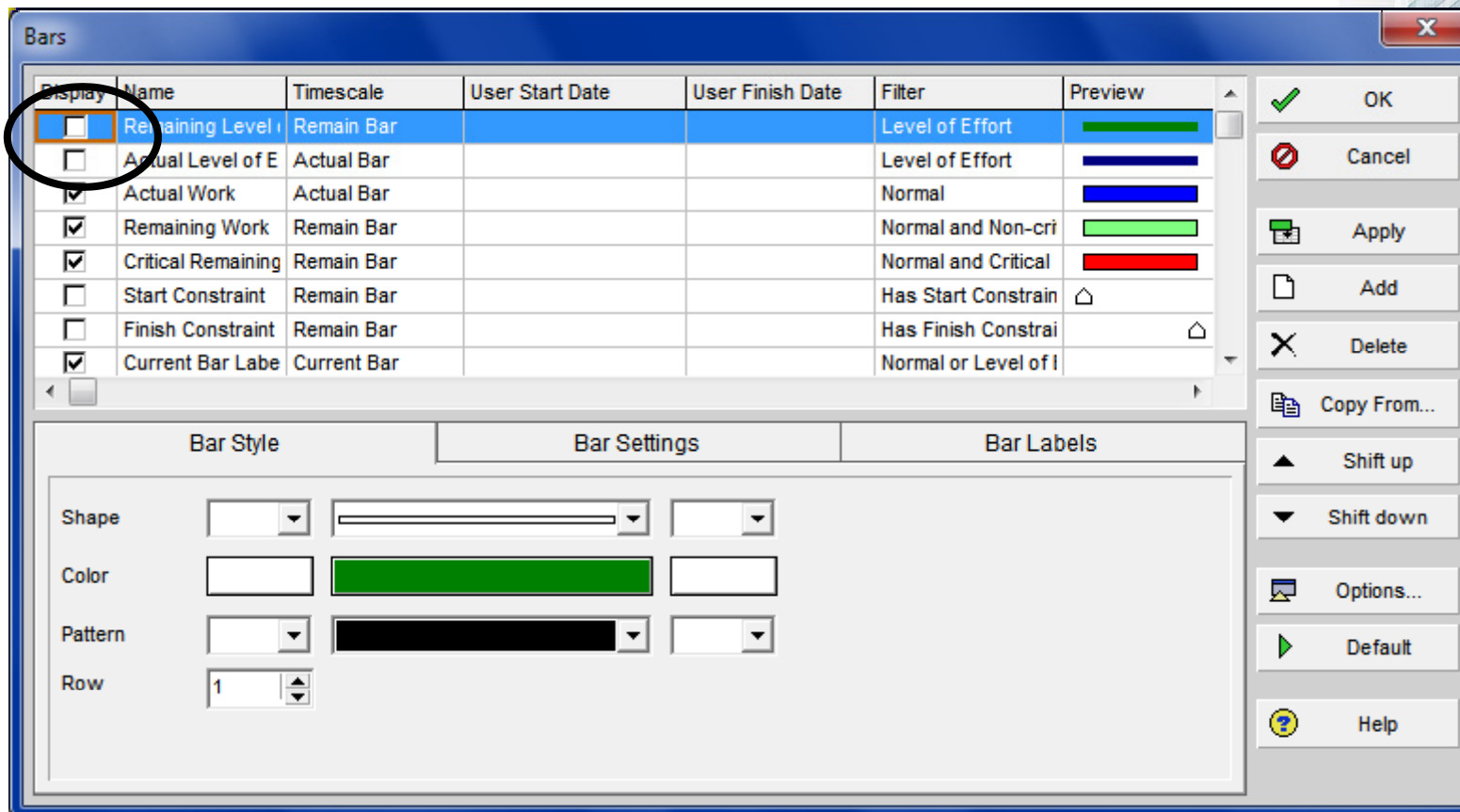
LOE NOT DISPLAYED

- The LOE bars are not displayed by default, as per below,

- Check the two boxes to display the LOE bar:

A GAP BETWEEN THE DATA DATE AND ACTIVITY BAR

- When an activity is in progress the Activity Remaining Early Start is set to the Activity calendar Start Date,

- When the Data Date is set to Friday night there will be a gap between the Data Date line and the start of the Remaining Bar,

- To prevent this set the Data Date to the Activity Calendar Start Date and Time:

- **Note:** MSP normally defaults the Status Date to the end of a day not the start.

Activity ID	Activity Name	Early Start	Early Finish
A1010	Activity A	12-Oct-14 00	12-Oct-14 00
A1020	Activity B	13-Oct-14 08	24-Oct-14 17
A1030	Activity C	27-Oct-14 08	21-Nov-14 17

HOW DO YOU CREATE A SUMMARY BAR

- To create a new summary bar you will see that you can not select **Summary** from the filter drop down box,

- You must check the **Bar Settings** tab, **Show bar for grouping bands** to create a Summary Bar:
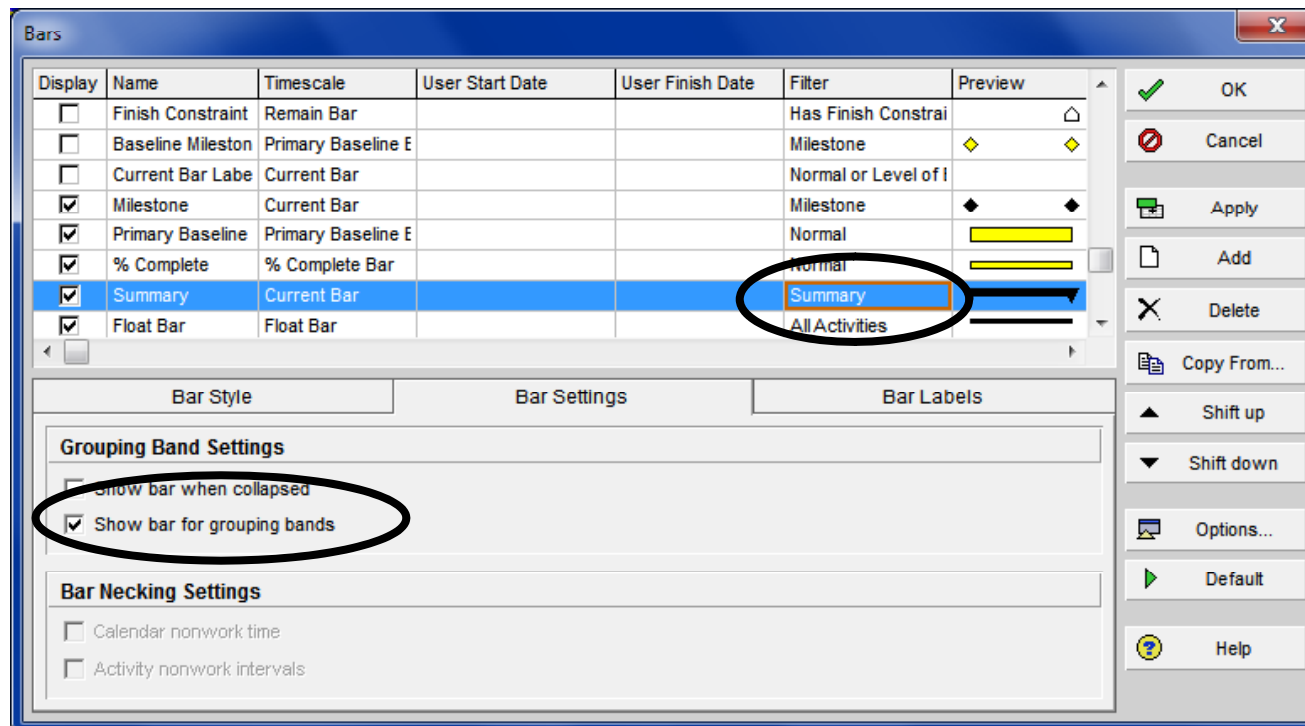
Thank you for attending

Eastwood Harris supplies the following:

- Scheduling training books, eBooks, iBooks for Primavera and Microsoft Project,

- Trainers PowerPoint presentations for the Primavera and Microsoft Project books,

- Planning and Earned Value training material,

Our websites are:

- http://www.eh.com.au

- http://www.primavera.com.au

- http://eastwoodharris.com