

## June 2010 Technical Webinar – Hours, Days, Dates & Calendars in P6

Demonstration script

### @ Slide # 7 **Demo User Preference Settings**

1. P6 should be open and on the Projects screen
2. User Preferences settings should be:
  - a. Time Units, Durations = Hours, Do not show Duration Label
  - b. Dates, Time = Do not show time
3. **Open Project 1, Layout 01**
  - a. Note that you can not tell whether the duration is hour or days unless you take a closer look at dates – this could lead to a mis-interpretation of the report.
  - b. Go to User Preferences and check/change:
    - i. Turn on the duration label
  - c. Return to the screen – you can see that the duration is in hours.
  - d. Return to user Preferences and change:
    - i. Time Units, Durations = Days, show label, with sub units of hours
    - ii. Dates, Time = Show 12 hr time including minutes.
4. Look at screen
  - a. Durations are now obvious (Days)
  - b. Dates can be verified as starting and ending 8:00 to 5:00.
5. **Open Project 2**, note that this project has some problems
  - a. Remaining Duration of 4d 2h?
  - b. Look at finish time (9:36 am)>
  - c. Look at bar chart – schedule has slipped the baseline, **What happened?**
  - d. It looks like the Activity percent complete got over-ridden to round off at 40%
    - i. The schedule % is 42.86%
  - e. Go to User Preferences and set TO “DEFAULTS”
    - i. Time Units, Durations = Days, Do not show Duration Label
    - ii. Dates, Time = Do not show time
  - f. At first glance, the only apparent problem with this schedule is that the Finish date has slipped. Unless you change your User Preferences, it might be difficult to get to the bottom of what’s happening here.
  - g. Go back to User Preferences and reset the settings:
    - i. Time Units, Durations = Days, Show Duration Label with Hours as sub-units
    - ii. Turn on Display of time.
  - h. The problem is caused by the 4d 2h remaining duration.
    - i. Change Remaining Duration to 4d (note the Activity % now matches the schedule %)
    - ii. Note the completion time is now 5pm
    - iii. Recalculate the schedule – **Schedule is back in alignment.**
6. **Return to presentation, Slide 8.**

## @ Slide # 9 Demo Default Settings – Percent Complete Type

1. **Open Project 3, Layout 02** – Change Percent Complete Type
  - a. Be sure that the Activity % complete for A1010 is set at 40%
2. What caused the problem on this activity is that the percent complete was over-ridden from the Schedule duration based calculation ( $3/7 = 42.86\%$ ) to a rounded number of 40%.
  - a. When this was done, the remaining duration was “fractured” and changed to 4d 2h
  - b. This caused the completion time to change (P6 always schedules by the hour)
3. If you want to be able to over-ride the Activity Percent Complete, then you need to change the **Percent Complete Type** to **Physical Percent**.
4. Change the remaining duration to 4 days and recalculate the schedule.
5. Change the Percent Complete Type to Physical.
  - a. Note that the Percent Complete is now Zero (0) – this is because the remaining duration and percent complete are now disconnected.
  - b. With a Physical Percent Complete Setting – you must manually enter (or import) a percent complete unless you use Steps to drive the Percent complete
6. Now enter “40%” as the Physical Percent complete
  - a. Note that the Remaining duration and completion times did not change.
7. **Return to presentation, Slide 10**

## @ Slide # 12 Demo Calendars with Varying Hours

### 1. Open Project 4, Layout 02

- a. Show uniform calendars and schedule in line with Baseline
- b. Open Enterprise/Calendars, show details including the specified work hours for the calendar.
  - i. 37.5 Hours a week
  - ii. 4 – 10's
  - iii. 5 Day Calendar
- c. Discuss how start and finish times are different.

### 2. Open 4.1 – same schedule with different calendars (Be sure Admin Preferences set to use Calendar hours)

- a. Compare the new Duration to the Custom Field for Durations
  - i. Note how the Original days were actually hours, and how hours have been used to establish new “days”.  
**Change the Duration display to Hours.**
  - ii. If you change the “days” back to the original amount, the display shows the hours.
- b. Go to User Preferences and turn off Hours, Label and Time display
- c. Looks like a normal schedule!
  - i. Set display to days and decimals.
  - ii. Look at Float column – note the “fractured float”
- d. Go to Admin Preferences, Time Periods and turn off the “Use Assigned Calendar...”
  - i. Only impact is that the display of durations changes.

**Return to Slide 13**

## @ Slide 15 **Demo Work Day Calendars**

1. Open Project 5
  - a. Note that we have the same calendars, the durations match and we are back on the baseline.
  - b. Open Enterprise/Calendars, go to Project Calendars
  - c. The same calendars as global have been created just for this project
  - d. Show how the hours per day are uniform but that each calendar uses the correct work days.
  - e. The 37.5 hour week is not relevant unless scheduling to the hour – it's still a 5 day week.
2. Set User Preferences to show
  - a. Hourly Durations
  - b. Display time
3. All activities start at the beginning of the day and finish at the end.
  - a. You can use 8 to 4, 8 to 5... as long as it's uniform across all calendars.
4. Reset User Preferences to
  - a. Daily Durations
  - b. Do not display time
5. Go to the Resource Dictionary
  - a. Note that the units per time period are 1d/d (1 Day per Day)
  - b. Limits are set to how many of each resource you have available per day
6. Return to the Activity Screen
  - a. Show the Resource Histogram on the bottom
  - b. Note that limits are set by the Day,

**Return to Slide 16**