MS PROJECT TO PRIMAVERA P6 · FIRST SUBMISSION

MS Project to Primavera P6 Checklist

For a contract that requires Primavera P6 when the programme was built in MS Project. Run it before the first P6 programme goes to the Project Manager or the Engineer.

1 Read the requirement first

- [ ] **Find where the software is set:** the Scope under NEC4 (31.2), the Specification or the Employer's Requirements under FIDIC 2017 (8.3), the preliminaries or the Employer's Requirements under JCT.
- [ ] **List what else it names:** the P6 release, file format, coding, calendars, maximum activity duration and file naming.
- [ ] **Diary the deadline:** NEC4, the Contract Data period from the Contract Date (31.1). FIDIC, 28 days from the Notice of the Commencement Date (8.3). JCT, as soon as possible after the contract is executed (2.9.1.2).

State it: *which document sets the software, and when the first programme is due.*

2 The five checks after the import

- [ ] **Summary task links:** move each onto the first or last real activity it was meant to drive, then clear the open ends.
- [ ] **Typed dates:** review every Start On or After constraint carried over from MS Project and keep only those the contract gives a reason for.
- [ ] **Calendars and hours per day:** the site's working pattern and holidays, and durations that read as the planner meant them.
- [ ] **Lags:** check each against the lag calendar in P6's scheduling options, and show work with a duration of its own as an activity.
- [ ] **Baseline, progress and IDs:** a P6 baseline, the percent complete method the client reports on, and activity IDs that do not move.

State it: *what the import changed, and what was put right.*

3 The content the contract asks for

- [ ] **NEC4:** the clause 31.2 information, in the form the Scope states.
- [ ] **FIDIC 2017:** the Sub-Clause 8.3 items, including the logic, float and critical path, rest days and holidays, key delivery dates and a supporting report.
- [ ] **JCT:** whatever the Contract Particulars and the preliminaries ask of the master programme.

State it: *where each required item sits in the programme.*

4 The files that go in

- [ ] **The native file,** usually an XER in the P6 release the client named, with a PDF of the same revision.
- [ ] **A short narrative and a register entry:** the revision number, data date, date submitted and the end of its review period.

State it: *what went in, in which format, on which date.*

Before the first P6 submission goes in

Ready when all three hold.

- [ ] P6's Check Schedule report has been run, and every flag, soft constraints included, has a written reason or has gone.
- [ ] A two-week delay to an activity on the critical path moves planned Completion by two weeks.
- [ ] The submission is logged, with the end of its review period in the diary.

Contract requires P6 and your programme is in MS Project? Book a 30-minute call about converting it before the first submission.

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