

4. Modify Calendar:
 - 4.1. Total Work hours/day: Consume 8 hours (work starts at any time)
 - 4.2. Details work hours/day: Setting the specific time to start
5. Tick Detailed Work hours/Day
6. Set the Holidays
7. Workweek
 - 7.1. To change workweek: click workweek
 - 7.2. Choose all days and set all to nonwork
 - 7.3. Choose all workdays and set the work hours on the right side. Highlight workhours and set to work. Then click ok.
8. Time Period
 - 8.1. To change time period: click time period
 - 8.2. Hours/day – **Required** (Auto Filled as per calendar set)
 - 8.3. Hours/week – **Required** (calculate and fill)
 - 8.4. Hours/month – Not Necessary (calculate and fill)
 - 8.5. Hours/Year – Not Necessary (calculate and fill)
 - 8.6. Workweek and time period shall always be the same. If the time period is higher than the workweek then the project duration is longer than the expected.
 - 8.7. Click ok.
9. General notes:
 - 9.1. In every new project, new calendar must be set.
 - 9.2. Corporate – Standard Full Time: 9 hours/day without 1 hour lunch break (8am to 4pm)
 - 9.3. Trades 5 day Workweek: 8 hours/day with 1 hour lunch break (8am to 4pm)
 - 9.4. Global Calendar can be used both resources and project.

F. WBS

1. Prepare the WBS.
2. Command: Click WBS Icon on the directory toolbar (Left Side)
3. Add WBS and type the WBS Name.
4. To show the hierarchy line of WBS just click the WBS Code header multiple time until it shows the line.
5. Click F5 to refresh windows in general.

G. Activity Default

1. Go to Project workspace and click the project.
2. Choose default tab in the details area.
3. In the calendar option click ellipsis and choose the set calendar to be used.
4. In the Auto-numbering Defaults, type the Activity ID Prefix, suffix and increment
5. General Notes:

- 7.1. Activity Grouping (Categorize per contractor or etc.)
 - 7.1.1. Command: Menu bar>Enterprise>Activity Codes
 - 7.1.2. Add Contractor category: In Activity Codes click modify and add the word contractor in the category.
 - 7.1.3. Add Contractor Description: A, B, C just click add in activity code

I. Assigning of Relationship

1. Relationship can be done in the gantt chart but in the activity details would be better.
2. In the activity details, click Predecessor tab>Assign>choose predecessor.
3. Choose "relationship type" and input lag if any. Then click F9 for schedule after assigning all predecessors.
4. This is only a reminder in doing the manual calculation of ES, EF, LF, LS & Total Duration.
Early start of first activity is always given (first day as 1). $EF = ES + Dur - 1$; $ES_{Next\ Act.} = EF_{prev.act.} - 1$; $LF_{last\ act.} = EF$ or Extended Finished Date by Client; $LS = LF - Dur + 1$; $LF_{Prev. Act.} = LS_{next.act.} + 1$. It only serves as a reference in checking the networking diagram of activities in primavera.
5. Make sure that the finish date and total duration of the project is efficient to proceed in adding of resources.
6. 3 ways to assign relationship
 - 6.1. Use the Gantt Chart Table (for fewer activities only)
Note: Relationship line toolbar shall be active to view activity line relationship in the gantt chart.
Note: Edit relationship. Point the relationship line to be edited with up arrow then double click.
 - 6.2. Activity Table
Add "Predecessors" Column on the table
Double click the activity under predecessor column (Assign predecessor window will show) and choose the predecessor.
If predecessor added multiple times in one activity, just go to assign predecessor window and delete the excess predecessor.
 - 6.3. Activity Details (This is the best way to assign relationship)
Click the predecessor Tab>Assign or Remove
Lag and relationship type can be edited here.

7. General Notes:

- 7.1. Relationships:
 - 7.1.1. FS = Finish of predecessor to Start of successor with no lag