



# Creating a New Project in Primavera P6



## Creating a New Project in Primavera P6

Welcome back to our e-course. In this exercise you will learn how to **Create a New Project** in P6, which is an essential skill for any P6 user. You will also learn how project are organized in your database.

The screen you see here is the **Project screen**. In this exercise, **you** will be working primarily in this screen, where you can view and manage all of your projects at a high level. Click the **Projects** button on the Directory bar.

This screen provides you with high-level information about all your company's projects. Instead of listing the projects alphabetically, projects are categorized in **groups**. For our mock company, you can see 6 project groups have been configured. Right now, the groups are collapsed and the projects are hidden. Click **+** to expand the **Manufacturing** group.

Now you can see the projects. You probably notices that Primavera lets you sub-divide a group into groups. Here you can see the **Manufacturing** project group (in blue) is broken down into many sub-groups. This project-grouping system is called your **E.P.S.** or **Enterprise Project Structure** and it is essential to helping you organize your projects.



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The grouping bars or **EPS nodes** are setup by your company's Primavera administrator. Now you are ready to create a new project. Click the **Add button**.

When you add a new project, the **Create a New Project Wizard** comes up. This step-by-step wizard walks you through the process of configuring your new project. The **Select EPS** screen shown here is asking you in which group or EPS node to place your new project. Click the **...button** to choose a group for your new project.

You can now see list of **all EPS nodes** in the window on the left. The project you are creating is a manufacturing-type project and you will want to assign it to the **Manufacturing EPS** node. Click on the Manufacturing EPS node

Nice work! Click the **Next button** to continue

Now you can give your project a unique **Project ID** and a **Name**. A project's ID field is unique to that project and can further help you organize your projects. Type **"MFE"** in the project ID field and press **ENTER**.

Type **"Manufacturing Facility Expansion"** in the project name field and press **ENTER**



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Click the **Next button**

Now tell Primavera when your project is going to start. You can also set a target deadline for the project to end on this screen, but it is optional. Type “**2-May-2014**” in the Planned Start field and press **ENTER**

Click **Next button** to continue

Identify the **Responsible Manager** for your project. The Responsible Manager is usually a high-level stakeholder of the project. Click **the ...button** to pick a Responsible Manager.

You want to make the **Director of Manufacturing** the responsible manager for your project. Click “**Manufacturing**” from the list shown

Click the **Next button** to continue

Now you will specify the default **Assignment Rate Type**. Every resource can have multiple hourly rates assigned to them for different types of work. For example, a labourer might be paid \$30/hour for industrial work and \$40/hour for commercial work. On this screen, you will pick the default rate type to use when you assign resources to activities. Of course, you



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can change individual rates later, but the rate you choose here will be assigned by default. Click the **down arrow** to expand the drop down list.

In Primavera, you can configure up to 5 rate types. You can see below, 2 rate types have been configured for different types of work – **commercial** and **Industrial**. Since your project is an industrial project, you will want your resources to be tracked with the **Industrial Projects Hourly Rate**. **Select Industrial Projs Hrly Rate** from the list.

Click the **Next button** to continue

Congratulations! You have created a new project in P6! Next you are going to find out how to configure some additional options for your project. Click **Finish** to exit the wizard.



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Now have a look at your new project in the list. Did you notice where it is categorized in the **Enterprise Project Structure (EPS)**? Of course, its right where you put it, under **Manufacturing** EPS nodes. Now that you have seen the Create New Project Wizard, it's time for you to see some additional configuration options for your project.

You have probably noticed your screen is now divided in half. The bottom half of the screen is called the **Project Details** view. By the way, the top half of your screen is called the **Projects Table**. When you highlight a project table, you see detailed information about that project in the Details view. You can view and edit information about the activity either in the Table or Detail view.