

## Appendix C – Days, Hours, summary durations.

This information applies to P6 version 7 and subsequent versions.

P6 stores all duration information and all resource quantity information in hours. We can represent durations in days, weeks, months etc., but those numbers are translated from the number of hours stored in the database.

There are two methods by which this translation can be accomplished.

Select Admin Preferences, and chose the Time periods option;

The screenshot shows the 'Admin Preferences' dialog box with the 'Time Periods' tab selected. The dialog has a blue title bar and a sidebar on the left with the following menu items: General, Timesheets, Data Limits, ID Lengths, Time Periods (selected), Earned Value, Reports, Options, and Rate Types. The main content area is divided into two sections:

- Hours per Time Period**: This section contains the instruction 'Specify the number of work hours for each time period.' Below this are four input fields: 'Hours/Day' (8.0), 'Hours/Week' (40.0), 'Hours/Month' (172.0), and 'Hours/Year' (2000.0). A checkbox labeled 'Use assigned calendar to specify the number of work hours for each time period' is checked.
- Time Period Abbreviations**: This section contains the instruction 'Specify the abbreviation for each time period.' Below this are six input fields arranged in two rows: 'Minutes' (n), 'Hours' (h), 'Days' (d) in the first row; and 'Weeks' (w), 'Months' (m), 'Years' (y) in the second row.

At the bottom of the dialog are three buttons: a Help button (with a question mark icon), a Close button (with a window icon), and a button labeled 'Close'.

If “Use Assigned calendar to specify the number of work periods for each time period” is unchecked, then duration of 5 days will always be stored as 40 hours no matter what calendar is chosen for the activity. In Oil and Gas that it is seldom correct to have only one such translation so the tick box is usually checked.

With the tick box checked, each calendar has within it the same translation table, but it is Activity calendar specific.

Select Enterprise, Calendars:

Calendars

Global     Resource     Project

▼ Display: Global Calendars

Calendar Name	Default
Standard 5 Day Workweek	<input type="checkbox"/>
* 7 x 12 with 7 hours working	<input type="checkbox"/>
* 7 x 12 with 8 hours working	<input type="checkbox"/>
1. Standard 5 Day Workweek	<input checked="" type="checkbox"/>
1. Standard 5 Day Workweek (w/ holidays)	<input type="checkbox"/>
1x10x4	<input type="checkbox"/>
1x10x6	<input type="checkbox"/>
2 - 7d/8h week (Location)	<input type="checkbox"/>
2. Standard 37.5 Hour Workweek	<input type="checkbox"/>
24 Hours	<input type="checkbox"/>
24/7 Workweek Schedule (non-labor)	<input type="checkbox"/>
2x10x6	<input type="checkbox"/>
2x10x7	<input type="checkbox"/>
2x12x7	<input type="checkbox"/>
3. 1st 8hr Shift Schedule	<input type="checkbox"/>
4. 2nd 8hr Shift Schedule	<input type="checkbox"/>
5 Day Workweek - Standard	<input type="checkbox"/>
5 x 8 Workweek	<input type="checkbox"/>
5 x 9 workweek	<input type="checkbox"/>
5. 3rd 8hr Shift Schedule	<input type="checkbox"/>
5X10's Days only	<input type="checkbox"/>
6. 24/7 Workweek Schedule (non-labor)	<input type="checkbox"/>
6X24's D/N	<input type="checkbox"/>
7-Day Workweek	<input type="checkbox"/>

Close

Add

Delete

Modify...

Used By...

To Global

Help

Select 7 x 12 with 7 hours working and chose Modify;

**Global Calendar: \* 7 x 12 with 7 hours working**

Total work hours/day  Detailed work hours/day

February 2011						
Wed	Thr	Fri	Sat	Sun	Mon	Tue
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

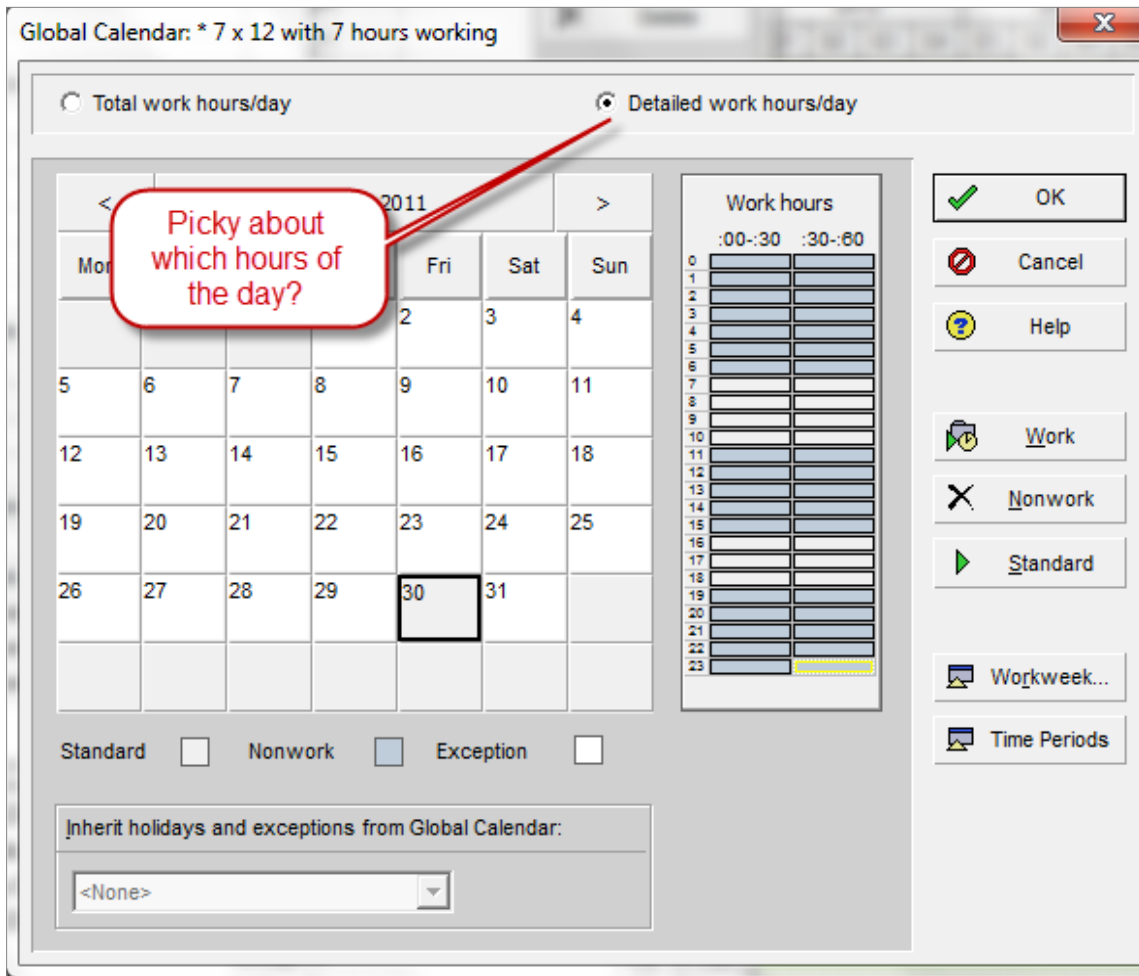
Work hours/day: 7.0

Standard  Nonwork  Exception

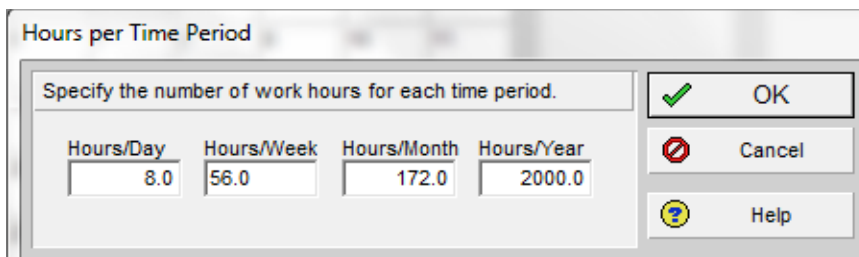
Inherit holidays and exceptions from Global Calendar:  
<None>

OK  
Cancel  
Help  
Work  
Nonwork  
Standard  
Workweek...  
Time Periods

Select the "Detail hours per day"



As you can see there are 14 half hours not greyed out for each day, BUT if you now select "Time periods"



If an Activity uses this calendar, a duration entered as 7 days will be stored as 56 hours. BUT if you type the duration as 2w for two weeks, the value from the Admin Preferences will be used. This calendar specific translation only works for days.

Activities on the above calendar will use 8 as the multiplier and divider when changing the durations display from hours to days in User Preferences, DESPITE the setting of 7 hours for the actual working calendar..... BE CAREFUL THESE TWO SETTINGS SHOULD ALWAYS BE THE SAME!

CONFUSED? – Then use the standard Global calendars. They have been correctly established.

## Summary durations

When a layout has summary level(s) showing with sub-totals – for example a Layout with a WBS grouping, then the rolled up durations and float must have some basis for calculation.

The rule in P6 version 7 and later is as follows:

- If a project uses only one calendar, then that calendar is used
- When all of the activities under a “Group and Sort” band use the same calendar – then that calendar is used for summary durations and float
- When more than one calendar is used in any “Group and Sort” band, then the database default calendar is used – the default can be seen under “Enterprise: Calendars”

The summary durations and float are calculated as the number of work periods between the start and finish date of the summary, in the prevailing summary calendar as chosen above.