Primavera

Basic Overview: Primavera is a program similar to Microsoft Office Project that allows you to develop plans and Gant charts to display your company's work plan.

Creating an Appropriate Project Plan

- Developing a Project
- Adding Activities
- Defining Default Settings
- General Rules

Developing a Project

1. You must log in before you start using Primavera. If there is not log in box, that means you have already logged in.
2. You will then be prompted to choose a specific option for your project. "Open New", "Open Existing", "Open Last", and "Open Global Data". If you are starting out, use the option "Open New". If you are looking for a file you already worked on, use the "Open Existing" option or the "Open Last" if it was the last project you worked on. "Open Global Data" allows you to proceed to software without creating a project or using an existing one, this option is for advanced use.
3. You will then have the option to modify the portfolio of the project. A portfolio is a group of files with a similar project theme.
4. Once you have selected these basic options, you will be taken to the screen where you can modify activities and develop a Gant chart.
5. On the left of your screen, you will see a tool bar in which you can modify the view of your screen. For example: If you click the "Activities" icon, it will show the Activities window.

Adding Activities

1. Click on a cell or on the activity in the Gant chart and right click it.
2. Click on "Add Activities", it will bring up a new window.
3. In this window you will be able to modify various aspects of Activities, such as the name and type of activity.

Defining Default Settings

1. Click on the "Admin Preference" box

2. In this box you can adjust the "Default Duration" and the "First day of the Week" for your project.

General Rules

- In every tab, you can adjust specific options of the Gant chart and Activities

For an in-depth manual, click on this link: https://www.nysdot.gov/main/business-center/contractors/construction-division/construction-repository/PMRefMan.pdf