Learn How to Import a Microsoft Project 2016 Schedule into Primavera P6 in versions 8.3 through 16.2.

One of the most valuable tools on a construction project that the stakeholders can create, communicate, and modify is the construction or project schedule. A thorough schedule that has the input from the major stakeholders such as grading, concrete, structural steel, electrical, mechanical, plumbing, framing, and storefront subcontractors is invaluable to a successful project completion. These stakeholders' input should be included to create a schedule for the project in order to facilitate collaboration, communication, and expectations in the project. General contractors all the way through tier-subcontractor companies typically (and should) create some form of a schedule and these schedules should be included in the overall schedule. The stakeholders' schedules should reflect the major milestones, deliverables, work breakdown structure, activities, resources, and overall timeline of their portions of the project.

Naturally, as a scheduler/planner I will ask all the stakeholders to send me the digital files of their respective schedules in order to incorporate their schedules into the master project schedule. The contractors and tier-contractors are the experts in their respective fields; using their knowledge and expertise will only benefit the overall project schedule's mechanics. Much of the time I will get a subcontractor to submit their schedule as Microsoft Project (MP) file and typically general contractors will use Primavera P6 (P6) to schedule their projects; this creates a problem since the two software packages don't interact very well. To incorporate the MP schedule into P6 there are some steps you will need to follow.
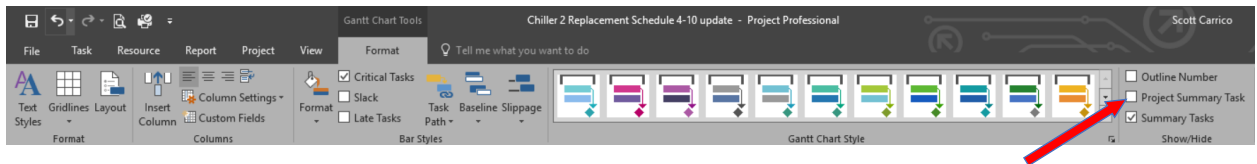
Before a MP can be imported to P6 there are action items that either the GC Planner/ Scheduler or the stakeholder's Planner/ Scheduler must address before a successful conversion. The three main reasons why a MP will not convert into P6 is:

- Do not have MP schedules with blank lines. All lines must be occupied. P6 will reject a MP file with just one blank line in the schedule.

	% Comp	Task Name	WBS	Duration
7	0%	Chiller Submittal Review	1.6	5 days
8	0%	Order Chiller 2	1.7	60 days
9	0%	Electrical Submittal Review	1.8	7 days
10	0%		1.9	
11	0%	Order Electrical components	1.10	20 days

- If a WBS field in MP is empty then P6 will reject the file. All activities must have an assigned WBS path.

	% Comp	Task Name	WBS	Duration
1	3%	⊿ Total Chiller 2 Replacement Duration	1	99 days
2	0%	Approve PCO 8087	1.1	0 days
3	35%	Design and Engineering		15 days
4	0%	Plan Check Comments		7 days
5	0%	Resubmit	1.4	7 days
6	0%	Permit	1.5	0 days
7	0%	Chiller Submittal Review	1.6	5 days
8	0%	Order Chiller 2	1.7	60 days

- MP **Summary Activities** will be imported into P6 as **i**ndividual activities with the total duration of all the activities under the Summary Activity in MP. Either the summary activity can be deleted in MP or if you uncheck **Project Summary Task** in MP under the Format Ribbon, and then MP will create an export file without summary tasks which will allow P6 to import as a schedule that will save a lot of time in the import cleanup process.
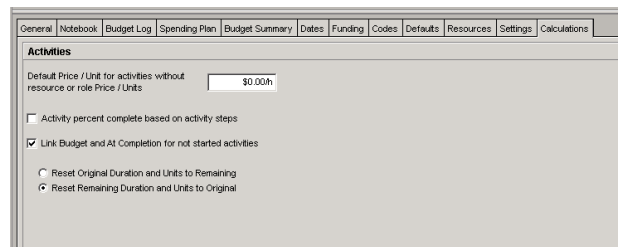

Import Problems

Milestones in MP will be imported into P6 as start milestones. If you had finish milestones in your MP schedule, those milestones become start milestones in P6 and will require manual conversions to become finish milestones.

Those who have worked with imported MP schedules in P6 have typically seen problems updating the Original Durations and Remaining Durations even though the activities have not started. As you go through updating remaining durations, P6 will either revert to the original duration in the remaining duration column or change the original duration to remaining duration. BuildingPoint Pacific Schedulers and Planners have found two ways to fix this problem.

The easiest fix we found was in the *Project* window in the *Detail* tabs. Click on the **Calculations** tab and confirm **Link Budget and At Completion for not started activities** is checked and **Reset Remaining Durations and Units to Original** is also selected.

The hardest method is to create a new project and copy all the activities from the imported MP project into the new project. This will take more time and effort but will solve the problem of updating Original and Remaining Durations problems that occur when importing a MP schedule into P6.
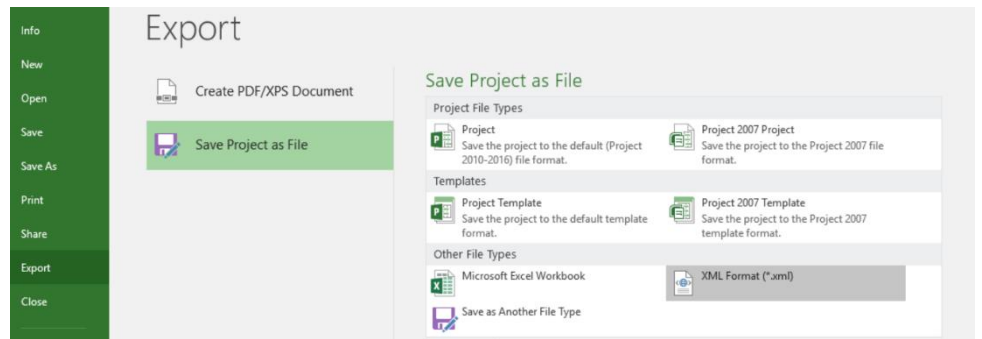
How to Import

Step 1

In MP, click **File** in the upper lefthand corner in the Quick Access Toolbar

Scroll down to **Export** on the left

Choose **Save Project As File**

Choose **XML Format**

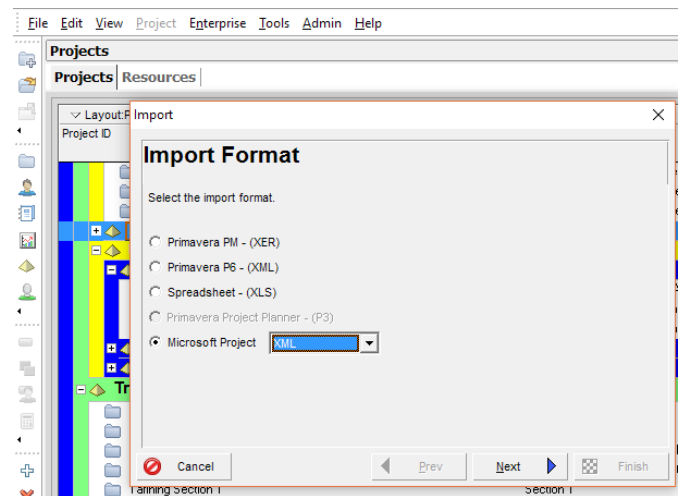Save your project to a designated folder to access the file from P6.

Step 2

Open P6

In the **Project** window, select **File** in the toolbar

Scroll down to **Import**

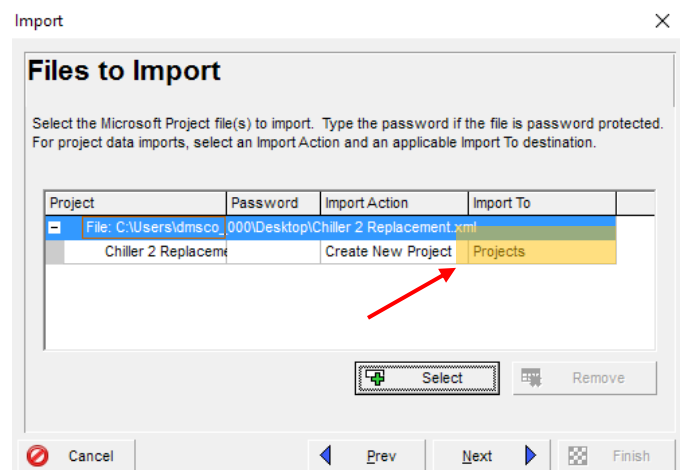Select **Microsoft Project** *XML*

Select **Next**

Step 3

In the next window

Click on **Select** and chose where you saved the MP file

Click in **Import Action** and choose **Click New Project**

It is never recommended to import a MP into an existing schedule. When you import a MP schedule there are many items that will need your attention before merging with an existing schedule.

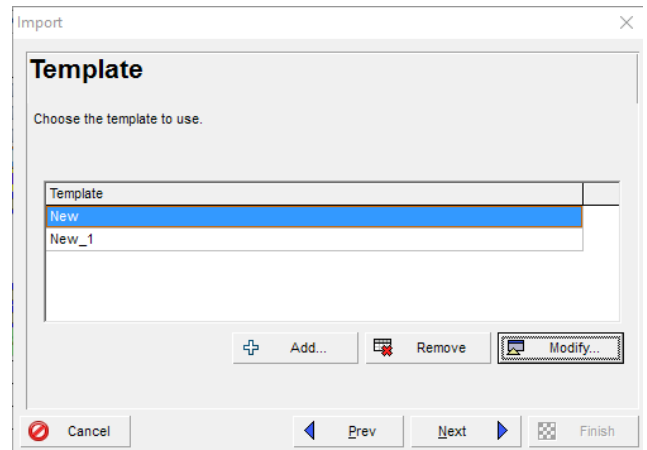Click in **Import To** and choose which EPS the MP should be imported to.

Click **Open**

Click **Next**

Step 4

The Template window is the opportunity to customize how the MP schedule will be imported
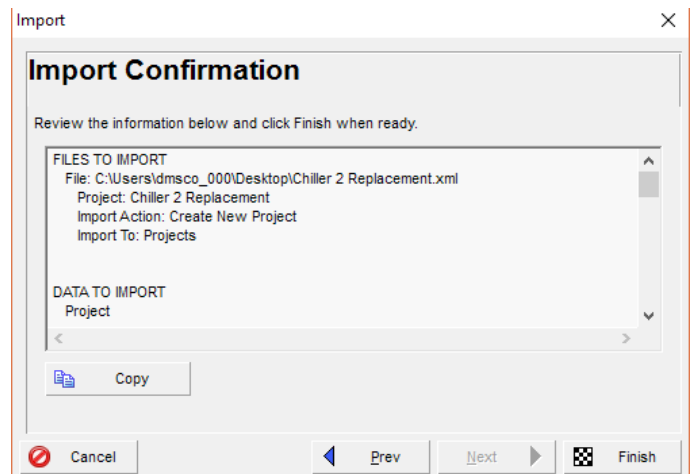
Typically when a MP file is submitted from a subcontractor the scheduling fundamentals are not well defined, resources are not assigned and cost loading is not performed. Normally I will import these schedules to save time in recreating the schedule, activity logic, and durations. I will delete all other parts of the schedule including any cost and resource loading in the MP file. Therefore, I will select **Add** and create a default template and click **Next.**

If you are importing a more complex schedule from MP then you should research more importing options or contact a professional scheduler/planner to ensure no information or data is lost during the importing process.

Step 5

The MP has now been imported to P6

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http://www.buildingpointpacific.com/services or contact us at: services@buildingpointpacific.com