

IN THIS ISSUE

Primavera Project Planner (P3)

■ Version 3.1

Depicting Weekly Meeting Activities with One Activity

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Once a while, I was requested by my clients to depict the Weekly Meetings in the schedule. In the past, I often created them in a way no different from other scheduling activities, which ended up with dozens of “redundant” activities clustering the schedule. Recently, I have come up with a very simply way to depict those Weekly Meetings with only on activity as seen below (See Figure 1). Here is how:

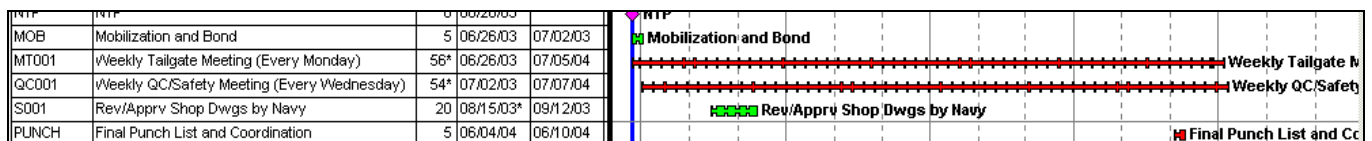


Figure 1

1. Create an activity in the schedule, say “Weekly Tailgate Meeting (Every Monday).”
2. Create a new calendar - Choose the menu option – **Data, Calendars** to view the Calendar dialog window (see Figure 2) and click the **Add** pushbutton create a new calendar. Enter the Title “Weekly Meeting”. Then click the **Standard** pushbutton to view the Standard Daily Information Dialog window (See Figure 3). Check the only one weekday that the meeting will be held, and uncheck the rest.
3. Format the Bar to neck also for Holidays and Weekends – Choose the menu option – **Format, Bars** to view the Format Bar dialog window (see Figure 4). Check ‘Holidays’ and “Weekends” for the option of Also Neck for.
4. Now you can see one bar with necking to depict the Weekly Meetings.

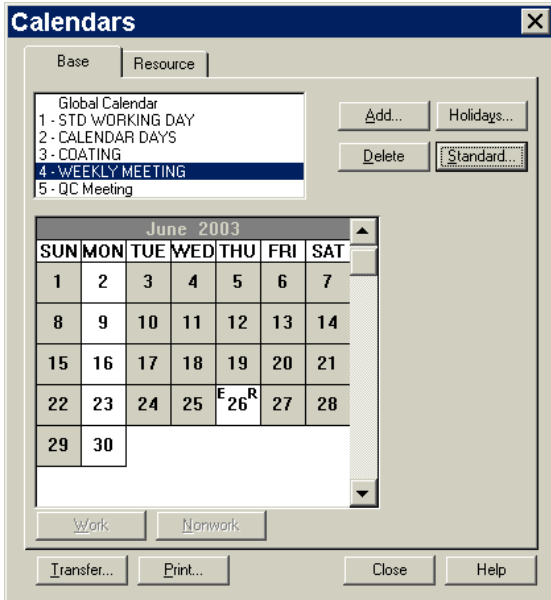


Figure 2

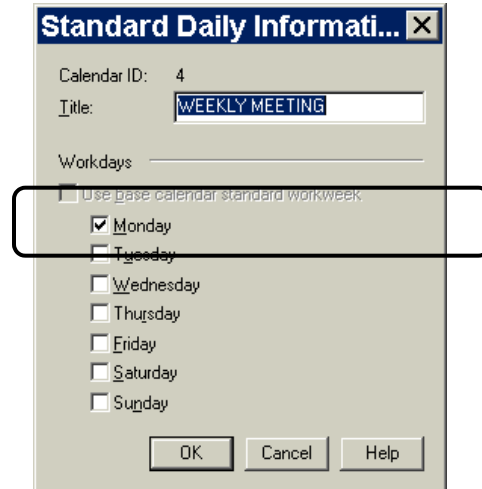


Figure 3

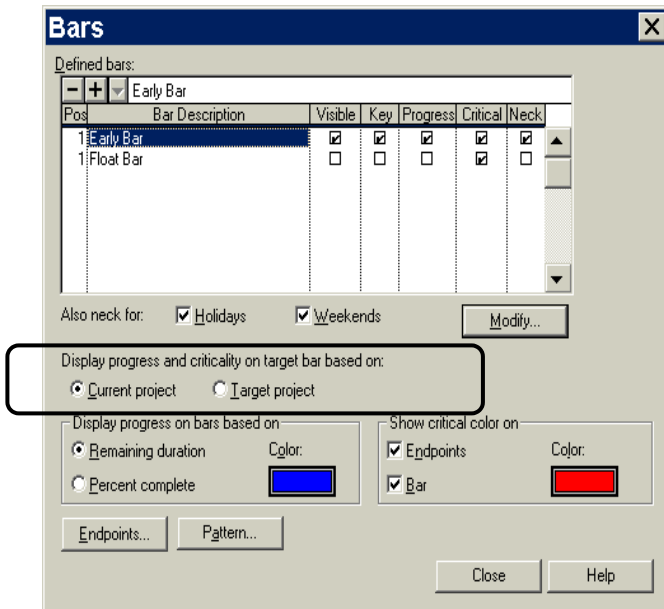


Figure 4