


TECH TIP

REARRANGING THE WBS TREE WITH EASE ORACLE PRIMAVERA P6

To rearrange the WBS tree, P6 provides four directional arrow icons , which the user can click to move a selected WBS element to the desired location within the WBS tree. For a simple restructuring of the elements, this method is sufficient. However, when there exists a large structure that needs to be manipulated or there are hundreds of projects in a portfolio that need to be sorted, there is a more efficient method to manage the elements.

1. First step is to select the WBS element that needs to be repositioned.
 - In this instance, the WBS element "Key Milestones: 0157-A" has been selected.

WBS Code	WBS Name
0157-A	0157-A
0157-A.00	Key Milestones : 0157-A
0157-A.01	Scoping
0157-A.02	Design
0157-A.03	Land
0157-A.04	Environmental
0157-A.05	Permitting
0157-A.06	Aerial Lighting & Marker Ball
0157-A.07	Fusing
0157-A.08	Procurement
0157-A.09	Yard
0157-A.10	Access Protocol
0157-A.11	Contracting
0157-A.12	Construction
0157-A.13	Energization
0157-A.14	Reconciliation
0157-A.15	As Built Close Out
0157-A.16	Post Flight Li-Dar
0157-A.17	Go Back/True Up Process

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- Next, hold down the *Ctrl* key and then push the *down arrow* key once on the keyboard.
 - The result is that “Key Milestones: 0157-A” is repositioned below “Scoping.”

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0157-A.01	Scoping
0157-A.00	Key Milestones : 0157-A
0157-A.02	Design
0157-A.03	Land
0157-A.04	Environmental
0157-A.05	Permitting
0157-A.06	Aerial Lighting & Marker Ball
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0157-A.15	As Built Close Out
0157-A.16	Post Flight Li-Dar
0157-A.17	Go Back/True Up Process

- The previous step is only slightly more resourceful than the standard click icons that P6 provides the user, however, the real efficiency of this method comes when the user holds down on the *down arrow* key rather than just striking it one time. By holding down the *Ctrl* key, followed by the *down arrow* key, a user can move a WBS element from the top of the tree to the bottom in a matter of seconds as compared to multiple clicks of the mouse - saving valuable time and effort. The element “Key Milestones: 0157-A” can be moved to the top once again by simply holding down the *Ctrl* key then holding down the *up arrow* key.

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0157-A.06	Aerial Lighting & Marker Ball
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0157-A.13	Energization
0157-A.14	Reconciliation
0157-A.15	As Built Close Out
0157-A.16	Post Flight Li-Dar
0157-A.17	Go Back/True Up Process
0157-A.00	Key Milestones : 0157-A

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4. It was demonstrated how to move an element vertically within a WBS tree, but this same method can be applied when the user wants to move an element horizontally, with the only difference being that instead of pressing the *down arrow* key, the user would press either the *right* or *left arrow* key.

Summary

Sorting elements or projects in the WBS has the potential to be a tedious and time consuming task, but with this simple tip the user can accomplish the vital duty of WBS management in no time.