

TECH TIP

USING ACTIVITY IDS TO THE P6 USER'S ADVANTAGE ORACLE PRIMAVERA P6

Activity IDs are used in Primavera P6 to uniquely identify an Activity within project schedules. No two activities can have the same ID in a particular project. Primavera P6 allows users to assign a prefix and a suffix with increments in the suffix for the next activity added. A P6 User can assign any type of prefix or suffix to an Activity. Even though this is the case, Activity IDs can be used to add value and can create more unified data output in projects. Activity IDs can be created to uniquely represent project phases, milestones, activity types, or whatever information is most important to track for a particular project. Building intelligence into the Activity ID is valuable and can ensure the project team is following standards. This Tech Tip will show P6 users the different ways in which Activity IDs can be used to the P6 user's advantage

Defaults for New Activities

Primavera P6 provides users with default settings when adding new activities on the Project level > Project details > Defaults tab. This tool provides ease when adding **new** activities to the project schedule if there is a standardized Activity ID process that needs to be put in place.

For example, in this project the Defaults for New activities are set to the following:

General Dates Notebook Budget Log Spending Plan Budget Sun	mmary Funding Codes Defaults Resources Settings Calculations		
Defaults for New Activities			
Duration Type	Fixed Duration & Units	Cost Account	<u></u>
Percent Complete Type	Duration	Calendar	Standard 5 Day Workweek
Activity Type	Task Dependent		
Auto-numbering Defaults			
Activity ID Prefix Activ	vity ID Suffix Increment 1000	10	
✓ Increment Activity ID based on selected activity			

For each new activity added into the schedule, the P6 User can choose the Prefix and Suffix of the activity and the Increment for the next activity added. This basic auto-numbering feature allows P6

Users to add new Activity IDs with ease instead of manually changing the Prefix and Suffix of the Activity ID. P6 Users should keep in mind this change only affects **New Activities added**, and not ones that are already in the schedule. So it is best to set this up before adding in New Activities. In this example, Defaults will be changed depending on which WBS the new Activity is being added into.

These tech tips are offered free of charge in the spirit of sharing knowledge with others. They do not include technical support, should you have a problem with them. We are always interested in how they can be improved, please do not hesitate to email us your comments. These tips have been thoroughly tested by our consultants in a variety of environments. Please read these tech tips thoroughly and be sure that you understand them before trying to use them. We can not be responsible for issues that develop because of the configuration of your hardware, technical environment or application of the tech memos. If you are not sure, then we use you to constate technical support or your local support to areas there there the memos. If you are not sure, then we use you to constate the chinal support or your local support or your lo

For example, "MIL" Prefix will be used for new Activities added within the "Milestone" WBS.

PIPE Pipeline Project		15-Oct-20 08:0 13Jan-21 05:1	ло т м	¢	
neral Dates Notebook Budget Log Spending	Plan Budget Summary Funding Codes Defaults Resour	rces Settings Calculations			
Defaults for New Activities					
Duration Type	Fixed Duration & Units	•	Cost Account	<u>&</u>	
ercent Complete Type	Duration	-	Calendar	Standard 5 Day Workweek	
ctivity Type	Task Dependent	•			
Auto-numbering Defaults					
Activity ID Prefix	Activity ID Suffix	Increment	10		
Increment Activity ID based on selected activity	,	1	10		

Utilizing Defaults for New Activities

Setting up standardized Defaults for New Activities within a project can benefit the P6 User in many ways. Here we have a new Pipeline Project with (7) different WBS. These are the (7) phases of the project. No activities have been added yet

Activity ID	Activity Name	Original Duration	Start	Total Float [▽]	Predecessors	Successors	
Pipeline Project		0.0d		0.0d			
Milestones		0.0d		0.0d			
Procurement		0.0d		0.0d			
Design		0.0d		0.0d			
Permits		0.0d		0.0d			
Land		0.0d		0.0d			
Construction		0.0d		0.0d			
Closeout		0.0d		0.0d			

To ensure a standardized and streamlined process new Activities will be named based on their respective WBS to easily pull reports and data out of the project. When adding new activities to different WBS's be sure to go back to the defaults on the project level and change it to the Prefix of which everyone has agreed upon for a particular project phase. This will ensure efficiency and accuracy when adding the first activity in the WBS

*Note: The Prefix will only need to be changed upon the first creation of the first activity within its respective WBS because "Increment Activity ID based on selected Activity" is selected



	yout: Classic Schedule Layou			All Activities					_	- 0000	_	November 2	
Activit	y ID	Activity Name	Original Duration	Start	Finish	Total Float	Predecessors	Successors	^	er 2020	25 04		
<u> </u>				16-0ct-20 08:00 AM	16-Oct-20 08:00 AM	0.0d		_	- 1		25 01	08 15 0 AM, Pipelin	
=	Pipeline Project												
=	Milestones		0.0d	16-0ct-20 08:00 AM	16-0ct-20 08:00 AM	0.0d				7 16-Oct	20 08:0	0 AM, Milesto	ones
	MIL-1000	Work Order Approved	0.0d	16-0ct-20 08:00 AM						♦ Work 0	Irder Ap	proved	
	Procurement		0.0d			0.0d							
	Design		0.0d			0.0d							
	Permits		0.0d			0.0d							
	Land		0.0d			0.0d							
	Construction		0.0d			0.0d			-	<			
Gene	ral Status Resources Pre	decessors Successors											
-	Activity	MIL-1000		Work Order Appro	ved								Project P
	Activity Type		Durati	on Type				% Complete Type			Acti	vity Calendar	
	Start Milestone		 Fixed 	Duration and Units/Tin	ie		Ψ.	Duration	_	-	· 💼	Standard 5 [ay Workweek
	WBS				Responsible M	anager				Primary	Resour	ce	
	PIPE.WBS3 Milestones				Enterprise					2			

The first activity added has an Activity ID of "MIL-1000" and because at the project level an increment of 10 would be added to each new activity-based on the highlighted activity the next activity added would be:

✓ Layout: Classic Schedule Layou	ıt	Filter:	AllActivities						
Activity ID	Activity Name	Original Duration	Start	Finish	Total Float	Predecessors	Successors		r 202 18
Pipeline Project		0.0d	15-Oct-20 05:00 PM	16-0ct-20 08:00 AM	0.0d				16-
 Milestones 		0.0d	15-0ct-20 05:00 PM	16-0 ct-20 08:00 AM	0.0d			-	16-
MIL-1000	Work Order Approved	0.0d	16-Oct-20 08:00 AM					•	• Wo
MIL-1010	Procurement Complete	0.0d		15-0 ct-20 05:00 PM				•	Pro
Procurement		0.0d			0.0d				
Design		0.0d			0.0d				
Permits		0.0d			0.0d				
Land		0.0d			0.0d			~ ~	۲.
General Status Resources Pre	decessors Successors								
Activity	MIL-1010		Procurement Comp	plete					
Activity Type		Durati	on Type			%	6 Complete Type		
Finish Milestone		 Fixed 	Duration and Units/Tin	ne		- I	Duration		
WBS				Responsible Ma	anager				Prim
PIPE.WBS3 Milestones				Enterprise					2

Using "MIL" in the activity ID the P6 User can tell immediately that this Activity is a Milestone activity and by adding the activities in which the work should begin can also tell by the increments that Activity ID "MIL-1000" should begin before "MIL-1010"

Now that all new milestone activities have been added into the Milestone WBS it is time to navigate back to the Defaults for New Activities to change the Prefix so it aligns with the Procurement WBS.



General	Dates	Notebook	Budget Log	Spending Plan	Budget Summa	y Funding	Codes	Defaults	Resources	Settings	Calculations		
Default	ts for N	lew Activ	ities	-				_				<u></u>	
Duration	п Туре					ixed Duratio	n & Units	3			•	Cost Account	<u>å</u>
Percent	Comple	te Туре			, L	Juration					•	Calendar	Standard 5 D
Activity	Туре				F	ask Depend	ent				•		
Auto-n	umber	ing Defau	lts										
Activ	vity ID P	refix			Activity	D Suffix			1000	Inc	crement	10	
	ncreme	nt Activity I	D based on s	elected activity									

The Activity ID Prefix for the Procurement WBS will be "PRO". Now the first new activity added within the Procurement WBS will be PRO-1000 based off the above defaults. Using the Defaults for New Activities can ensure there are no typos in the Prefix or Suffix to maintain a streamlined Activity ID process. P6 Users can utilize this whenever adding the first new activity in WBS'.

The result will look like below:

tivit	ty ID	Activity Name	Original Start Duration		Finish	Total Float	Predecessors	Successors	'		25 0	November 202	0 22 29	December 2020 06 13 20		ry 2021	Febr 31 07
=	Milestones		65.0d 15-0	ct-20 08:00 AM	13Jan-21 05:00 PM	-15.0d					20 0			00 10 20		13-Jan-21 0	
	MIL-1000	Work Order Approved	0.0d 15-0	ct-20 08:00 AM		-15.0d		PR0-1000		► Work 0)rder Ap	proved					
	MIL-1010	Procurement Complete	0.0d		04-Nov-20 05:00 PM	35.0d	PRO-1020				•	Procurement (Complete				
	MIL-1020	Design Complete	0.0d		18-Nov-20 05:00 PM	25.0d	DES-1010					♦ D	esign Çom	plete			
	MIL-1030	Permits Approved	0.0d		02-Dec-20 05:00 PM	15.0d	PER-1010						♦ ا	Permits Approved			
	MIL-1040	Land Complete	0.0d		16-Dec-20 05:00 PM	5.0d	LND-1010							♦ Land C	omplete		
	MIL-1050	Construction Start	0.0d 17-D	ec-20 08:00 AM		5.0d	LND-1010							♦ Constru	uction Start		
	MIL-1060	Project Closeout	0.0d		13Jan-21 05:00 PM	-15.0d	CLS-1010								+	Project Clos	eout
	Procurement		15.0d 15-0	ct-20 08:00 AM	04-Nov-20 05:00 PM	-15.0d					-	V 04-Nov-20 05	00 PM, Pr	ocurement			
	PR0-1000	Quotes for Pipe	5.0d 15-0	ct-20 08:00 AM	21-Oct-20 05:00 PM	-15.0d	MIL-1000	PRO-1010		Q	uotes fo	or Pipe					
	PRO-1010	Order Pipe	5.0d 22-0	ct-20 08:00 AM	28-0 ct-20 05:00 PM	-15.0d	PR0-1000	PR0-1020			oro 🗖	ler Pipe					
	PR0-1020	Pipe Delivery	5.0d 29-0	ct-20 08:00 AM	04-Nov-20 05:00 PM	-15.0d	PRO-1010	MIL-1010, DES-1			-	Pipe Delivery					
	Design		10.0d 05-N	ov-20 08:00 AM	18-Nov-20 05:00 PM	-15.0d						18	Nov-20 0	5:00 PM, Design			
	DES-1000	Design kick off Meeting	5.0d 05-N	ov-20 08:00 AM	11-Nov-20 05:00 PM	-15.0d	PR0-1020	DES-1010				Design	tick off Me	eeting			
	DES-1010	Design Pipe	5.0d 12-N	ov-20 08:00 AM	18-Nov-20 05:00 PM	-15.0d	DES-1000	MIL-1020, PER-1				— D	sign Pipe				
	Permits		10.0d 19-N	ov-20 08:00 AM	02-Dec-20 05:00 PM	-15.0d						-		02-Dec-20 05:00 P	M, Permits		
	PER-1000	Permit agency approval	5.0d 19-N	ov-20 08:00 AM	25-Nov-20 05:00 PM	-15.0d	DES-1010	PER-1010					Permit	agency approval			
	PER-1010	Permit submitted and processing			02-Dec-20 05:00 PM			MIL-1030, LND-1					-	^D ermit submitted ar			
	Land				16-Dec-20 05:00 PM	-15.0d							-		20(05:00 PM, L	.and	
	LND-1000	Survey			09-Dec-20 05:00 PM			LND-1010					-	Survey			
	LND-1010	ROW Process			16-Dec-20 05:00 PM			MIL-1040, CON-						ROW P			
	Construction				30-Dec-20 05:00 PM	-15.0d									▼ 30-Dec-20	U5:UU PM, U	onstruct
	CON-1000	Lay down Pipe			23-Dec-20 05:00 PM		LND-1010	CON-1010						 L	ay down Pipe		
	CON-1010	Pipeline Construction			30-Dec-20 05:00 PM		CON-1000	CLS-1000							Pipeline Co	nstruction 13-Jan-21 0	E.00 EM
	Closeout				13Jan-21 05:00 PM	-15.0d										13-Jan-21 U	
	CLS-1000	Commissioning for Pipe		ec-20 08:00 AM	06-Jan-21 05:00 PM	-15.0d	CON-1010	CLS-1010		< <							

Once logic ties have been made, it is still clear by the Activity IDs which activities are starting and or finishing before other activities within their respective WBS. All Activities with a suffix of 1000 should be the first activities within their WBS to begin work on that activity. It is also clear by the prefix of the Activity IDs to recognize which activities belong to which WBS. This is highly valuable information, especially with Projects that have thousands of activities in them and P6 Users can identify at first glance what phase that Activity is in and the logical ties within the WBS

Retrievable Data by Activity IDS

Once activity IDs are added in with value to a schedule it becomes more efficient for the P6 User to retrieve data within the schedule. For example, if an individual apart of the project team would like to see the first milestone activity in the schedule, based on the Activity IDs created above a P6 User could easily filter the following:



Layout: Classic Schedule La			stone Activities						Activities	Show activities that ma	itch	 Image: A start of the start of	ок	
vity ID	Activity Name	Original Duration	Start	Finish	Total Float	Predecessors	Successors			 All selected filters Any selected filter 		0	Cancel	24 31
Pipeline Project		0.0d	15-Oct-20 08:00 AM	15-0 ct-20 08:00 AM	-15.0d			Filter		7	Select			
Milestones		0.0d	15-0 ct-20 08:00 AM	15-Oct-20 08:00 AM	-15.0d				Longest Path Milestone				Apply	
MIL-1000	Work Order Approved	0.0d	15-Oct-20 08:00 AM		-15.0d		PR0-1000		Negative Float			÷	New	
Procurement		0.0d			0.0d				Non What-If			×	Delete	
Design		0.0d			0.0d			7	Non-critical			^	Delete	
Permits		0.0d			0.0d		P6 Filter		Normal			De	-	
Land		0.0d			0.0d		Filter					-		
Construction		b0.0			0.0d		Filter Name	Milestone Activi	ies			 Image: A second s	ок	
Closeout		0.0d			0.0d		→ Display: F	ter				0	Cancel	
						_	Display all rov		ls	Value	High Value		Cancer	- 13
							8	(All of the folio	wing)				Add	
								Activity ID	contains	MIL		_		-15
							And	Activity ID	contains	1000		×	Delete	
												d	Cut	
												8	Copy	_
												6	Paste	
														
aral Statue Desources	Predecessors Successors						1							
	vity MIL-1000													
 Acti 	WIXY [MIL-1000	JWo	rk Order Approved									(2)	Help	
Activity Type		Duration Type				% Comp	k <					>		
Start Milestone		Fixed Duration	on and Units/Time			- Duratio				Standard S Day Workwee	٨			
WBS				Responsible Manager					Primary Resour	ce				
PIPE.WBS3 Milestone:				Enterprise										

In addition, if an individual would like to see what all the kick-off activities within a project schedule because of the format followed above, one could easily filter the following:

Activities	WBS Projects								E	P Fifte	ers				u x		
⊂ ∠Layout:	Classic Schedule Layout		Filter All: Mile	stone Activities					Г	AIIA	Activities	Show activities that mat	ch	1	ок		
Activity ID		Activity Name	Original Duration	Start	Finish	Total Float	Predecessor	s Successors				All selected filters Any selected filter		0	Cancel	24	February 2 31 07 14
- Pipe	line Project		60.0d	15-Oct-20 08:00 AM	06Jan-21 05:00 PM	-15.0d			Fi	ter		7	Select A			0 PN	1, Pipeline Proje
= Mil	lestones		0.0d	15-Oct-20 08:00 AM	15-0 ct-20 08:00 AM	-15.0d					Longest Path Milestone			•	Apply		
N	4IL-1000	Work Order Approved	0.0d	15-Oct-20 08:00 AM		-15.0d		PR0-1000			Negative Float			4	New		
= Pro	ocurement		5.0d	15-Oct-20 08:00 AM	21-0 ct-20 05:00 PM	-15.0d					Non What-If			-			
P	PRO-1000	Quotes for Pipe	5.0d	15-Oct-20 08:00 AM	21-0 ct-20 05:00 PM	-15.0d I	MIL-1000	PRO-1010, PRO			Non-critical			×	Delete		
- De	sign		5.0d	05-Nov-20 08:00 AM	11-Nov-20 05:00 PM	-15.0d				Ŷ	Normal			R _B	Сору		
D	DES-1000	Design kick off Meeting	5.0d	05-Nov-20 08:00 AM	11-Nov-20 05:00 PM	-15.0d F	PRO-1020	DES-1010	P6 Filte		• • • • • • • • • • • • • • • • • • • •		-				- x
- Pe	rmits		5.0d	19-Nov-20 08:00 AM	25-Nov-20 05:00 PM	-15.0d			PO Filte	r							
P	PER-1000	Permit agency approval	5.0d	19-Nov-20 08:00 AM	25-Nov-20 05:00 PM	-15.0d 0	DES-1010	PER-1010	Fiter Na	me	Kick Off Activities					1	ОК
= Lai	nd		5.0d	03-Dec-20 08:00 AM	09-Dec-20 05:00 PM	-15.0d			V Disc	F1						-	
L	_ND-1000	Survey		03-Dec-20 08:00 AM			PER-1010	LND-1010			s Parameter	ls	Value	High	Value	0	Cancel
🖃 Co	Instruction		5.0d	17-Dec-20 08:00 AM	23-Dec-20 05:00 PM	-15.0d			-		(All of the following)	-				4	Add
C	CON-1000	Lay down Pipe		17-Dec-20 08:00 AM			LND-1010	CON-1010		Where	Activity ID	contains	1000			-9-	Add
😑 Clo	oseout		5.0d	31-Dec-20 08:00 AM	06-Jan-21 05:00 PM	-15.0d										×	Delete
0	CLS-1000	Commissioning for Pipe	5.0d	31-Dec-20 08:00 AM	06-Jan-21 05:00 PM	-15.0d (CON-1010	CLS-1010								ď	Cut
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	Status Resources Pred	ecessors Successors														-	* +
÷	Activity	MIL-1000	Wo	rk Order Approved													
Activit	ty Type	(Juration Type				% Cor	mplete Type								(?)	Help
Start	Milestone	•	Fixed Duratio	on and Units/Time			- Durat	ion	۲						>		
WBS					Responsible Manager						Primary Resource						
PI	IPE.WBS3 Milestones				Enterprise						2						

This easily shows what kick-off activities begin first in each WBS and what phase of the project the Activity is in. LOE and WBS Summary activities can also easily be recognized by changing the suffix of an activity to the following:



-	Milestones		60.0d	15-0ct-20 08:00 AM	06-Jan-21 05:00 PM	-10.0d				06/1
	MIL-1000	Work Order Approved	0.0d	15-Oct-20 08:00 AM		-10.0d		PRO-1000	Work Order Approved	
	MIL-1010	Procurement Complete	0.0d		04-Nov-20 05:00 PM	35.0d	PR0-1020		 Procurement Complete 	
	MIL-1020	Design Complete	0.0d		11-Nov-20 05:00 PM	30.0d	DES-1010		 Design Complete 	
	MIL-1030	Permits Approved	0.0d		25-Nov-20 05:00 PM	20.0d	PER-1010		 Pérmits Approved 	
	MIL-1040	Land Complete	0.0d		09-Dec-20 05:00 PM	10.0d	LND-1010		♦ Land Complete	
	MIL-1050	Construction Start	0.0d	10-Dec-20 08:00 AM		10.0d	LND-1010		 Construction Start 	
	MIL-1060	Project Closeout	0.0d		06-Jan-21 05:00 PM	-10.0d	CLS-1010		•	 Proje
=	Procurement		15.0d	15-0ct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d			04-Nov-20 05:00 PM, Procurement	
Г	PRO-1000	Quotes for Pipe	5.0d	15-Oct-20 08:00 AM	21-0 ct-20 05:00 PM	-10.0d	MIL-1000	PRO-1010, PRO	Quotes for Pipe	
	PROL-LOE	Procurement LOE	15.0d	15-Oct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d	PRO-1000	PRO-1020	Procurement LOE	
	PRO-WBS	Procurement WBS Summary	15.0d	15-Oct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d			Procurement WBS Summary	
	PRO-1010	Order Pipe	5.0d	22-Oct-20 08:00 AM	28-0 ct-20 05:00 PM	-10.0d	PRO-1000	PRO-1020	Örder Pipe	
	PRO-1020	Pipe Delivery	5.0d	29-Oct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d	PRO-1010, PR(MIL-1010, DES-1	Pipe Delivery	
=	Design		10.0d	29-0 ct-20 08:00 AM	11-Nov-20 05:00 PM	-10.0d			11-Nov-20 05:00 PM, Design	
Г	DES-1000	Design kick off Meeting	5.0d	29-0ct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d	PR0-1020	DES-1010, DES-	Design kick off Meeting	
	DES-LOE	Design LOE	10.0d	29-Oct-20 08:00 AM	11-Nov-20 05:00 PM	-10.0d	DES-1000	DES-1010	Design LOE	
	DES-1010	Design Pipe	5.0d	05-Nov-20 08:00 AM	11-Nov-20 05:00 PM	-10.0d	DES-1000, DES	MIL-1020, PER-1	Design Pipe	
	Permits		10.0d	12-Nov-20 08:00 AM	25-Nov-20 05:00 PM	-10.0d			<	

Creating LOE and WBS as suffix change does not confuse the project team in the Suffix for Milestone and a Task-Dependent activities so a P6 User can still easily recognize that anything ending in LOE or WBS is not task dependent or a Milestone activity. But one can still tell by the Prefix what project phase that LOE/WBS is a part of

Filters can easily pull information from the Activity ID to find both WBS and LOE activities:

	rout		3S Activities in Procurer	ment												
tivity ID	Activity Name	Original	Start	Finish	Total Float	Predecessors	Successors		er 2020	November 2020 01 08 15 22 2		per 2020		January 203		Februa
Pipeline Project			15-Oct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d			P6 Filters	10 20	01 00 13 22 2	.9 00 1	5 20	27 03	×	24	1 07
Milestones		0.0d			0.0d											
Procurement		15.0d	15-0ct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d			All Activitie	5	Show activities that mate All selected filters	ch		🖌 🤇 🤇	ок		
PRO-WBS	Procurement WBS Summary	15.0d	15-Oct-20 08:00 AM	04-Nov-20 05:00 PM	-10.0d					 All selected filters Any selected filter 		6	🧭 Ca	ancel		
Design		0.0d			0.0d			Filter		7	Select		-	_		
Permits		0.0d			0.0d			The Veria				1 1		pply		
Land		0.0d			0.0d			T Long					ф Ne	ew		
Construction		0.0d			0.0d			Y Miles					-			
Closeout		0.0d			0.0d							- 3	🗙 De	elete		
								P6 Filter							-	
								Filter Name	WBS Activities in	Dreausament					1	ок
										Frocurement				_	-	
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								When	e Activity ID	contains	W	BS			\$	Ad
								And	Activity ID	contains	PR	0			×	Dele
															ď	Cut
															8	Cop
	Predecessors Successors							-							_	COP
- Activ	ity PRO-WBS	Pro	ocurement WBS Summa	ary											6	Paste
Activity Type		Duration Typ	e			% Comp	lete Type								4	•
WBS Summary	•	Fixed Durati	on & Units			Duratio	n	-								-
				Responsible Manager											•	
WBS																
1 .	nt			Enterprise				<						>	-	Help

Renumbering Existing Activities

If a project has already started and there is no formatting to Activity IDs a P6 User can utilize the Renumber Activity IDs feature that Primavera P6 offers. For example, this cost account project was created with no value or intelligence to the Activity IDs:



· Layout. Olabolic Conodal	e Layout	Filter: All Acti					
ctivity ID	Activity Name	Original Duration	Start V	Finish	Total Float	Predecessors	Successors
Cost Account l	Project	80.0d	19-0ct-20 08:00 AM	05-Feb-21 05:00 PM	0.0d		
A1080	Kick Off	5.0d	19-0 ct-20 08:00 AM	23-0 ct-20 05:00 PM	0.0d		A1070
A1070	Activity After Kick Off	5.0d	26-0 ct-20 08:00 AM	30-0 ct-20 05:00 PM	0.0d	A1080	A1030
A1030	Permits	5.0d	02-Nov-20 08:00 AM	06-Nov-20 05:00 PM	0.0d	A1070	A1000
A1000	Land	20.0d	09-Nov-20 08:00 AM	04-Dec-20 05:00 PM	0.0d	A1030	A1010
A1010	Construction	30.0d	07-Dec-20 08:00 AM	15Jan-21 05:00 PM	0.0d	A1000	A1020
A1020	Closeout	15.0d	18-Jan-21 08:00 AM	05-Feb-21 05:00 PM	0.0d	A1010	

There is no way of telling which activity is supposed to logically begin before another or what Phase these activities belong to

Highlight the order in which activities are logically linked. And choose a prefix, suffix, and increment value

	e Layout	Filter: All Act		let i i			1-		heee	1		•			_		0004	1	-
ctivity ID	Activity Name	Original Duration		Finish	Total Float		Successors		2020		08 15			nber 2020 13 20		January 03 10			uary 2
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A1080	Kick Off	5.0d	1 19-0 ct-20 08:00 AM	23-Oct-20 05:00 PM	0.0d		A1070		💻 Kia	k Off									
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	Permits	5.0d	02-Nov-20 08:00 AM	06-Nov-20 05:00 PM	0.0d	A1070	A1000			_	<u> </u>								Π.
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any io		Duration	Start	1 mildin	Float	3000033013	18 25											07 1
Cost Account	Project	60.08	19-0 ct-20 08:00 AM	05-Feb-21 05:00 PM	0.0d													05-Feb-
A2000	Kick Off	5.0d	19-0 ct-20 08:00 AM	23-Oct-20 05:00 PM	0.0d	A2010	💻 Kicl	Off										
A2010	Activity After Kick Off	5.0d	26-0 ct-20 08:00 AM	30-0 ct-20 05:00 PM	0.0d A2000	A2020		Activi	ity After K	ick Off								
A2020	Permits	5.0d	02-Nov-20 08:00 AM	06-Nov-20 05:00 PM	0.0d A2010	A2030			Permits									
A2030	Land	20.0d	09-Nov-20 08:00 AM	04-Dec-20 05:00 PM	0.0d A2020	A2040						.and						
A2040	Construction	30.0d	07-Dec-20 08:00 AM	15Jan-21 05:00 PM	0.0d A2030	A2050									Co	onstruction	n	
A2050	Closeout	15.0d	18-Jan-21 08:00 AM	05-Feb-21 05:00 PM	0.0d A2040										_	_	_ C	Closeo
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Now the suffixes of the activities are in order in which the activities are logically linked.

Conclusion

Activity IDs are an important piece in building a standardized and organized project. It can ensure that everyone involved with the project is talking about the same Activity and on the same page. In addition, it can let a P6 User know which phase the Activity belongs to and where it is at within the WBS. Having unique activity IDs can also allow a P6 User to easily find a given activity and create reports for specific Activities.

