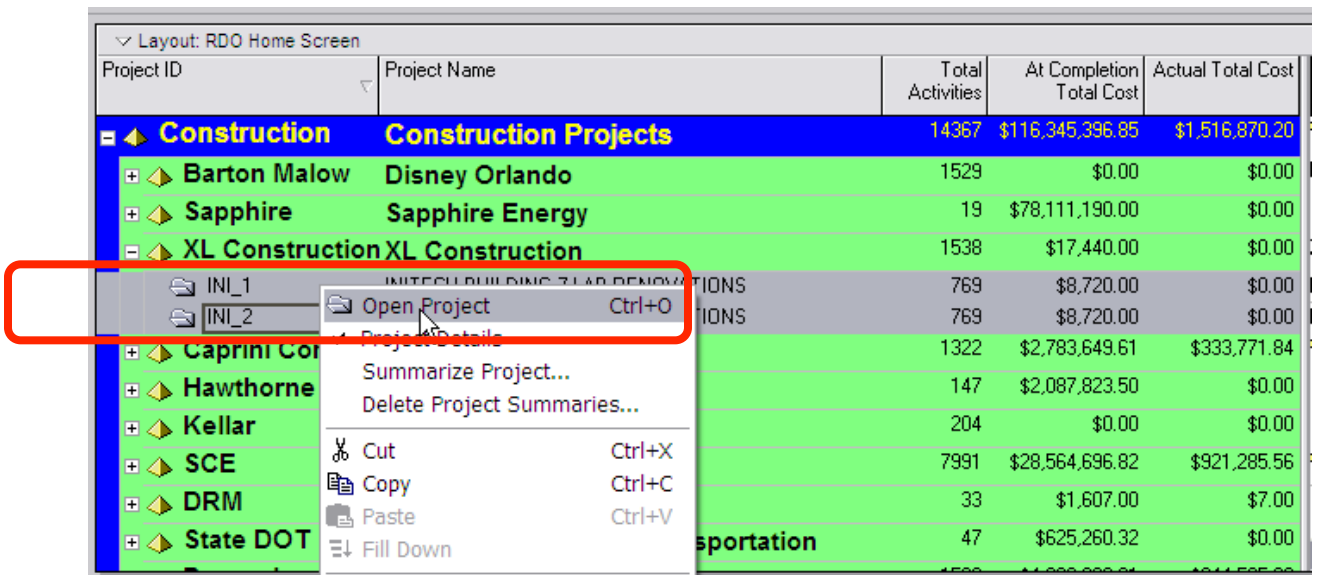


# TECH TIP

## COPYING ACTIVITIES BETWEEN PROJECTS ORACLE PRIMAVERA P6 PROFESSIONAL

Activities may be cut, copied and pasted between open projects in Primavera Project Management v5 and later.

1. Open the projects you wish to copy activities between by using;
  - a. "Ctrl-Click" to select multiple projects
  - b. "Right click" to open the options dialog box and
  - c. "Left Click" to select "Open Project"



## COPYING ACTIVITIES BETWEEN PROJECTS

2. Navigate to the "Activities" screen and locate the activity(s) you wish to copy. You may find it easier to navigate to specific activities between projects if you collapse the WBS grouping bands and expand only the bands on both projects that contain the activities you will be copying "from" and "to".

In the example below, we will be copying Activity ID's #'d A1000 and A1020 from the PRECON TEAM SELECTION element in one project to the PRECON TEAM SELECTION element in another project.

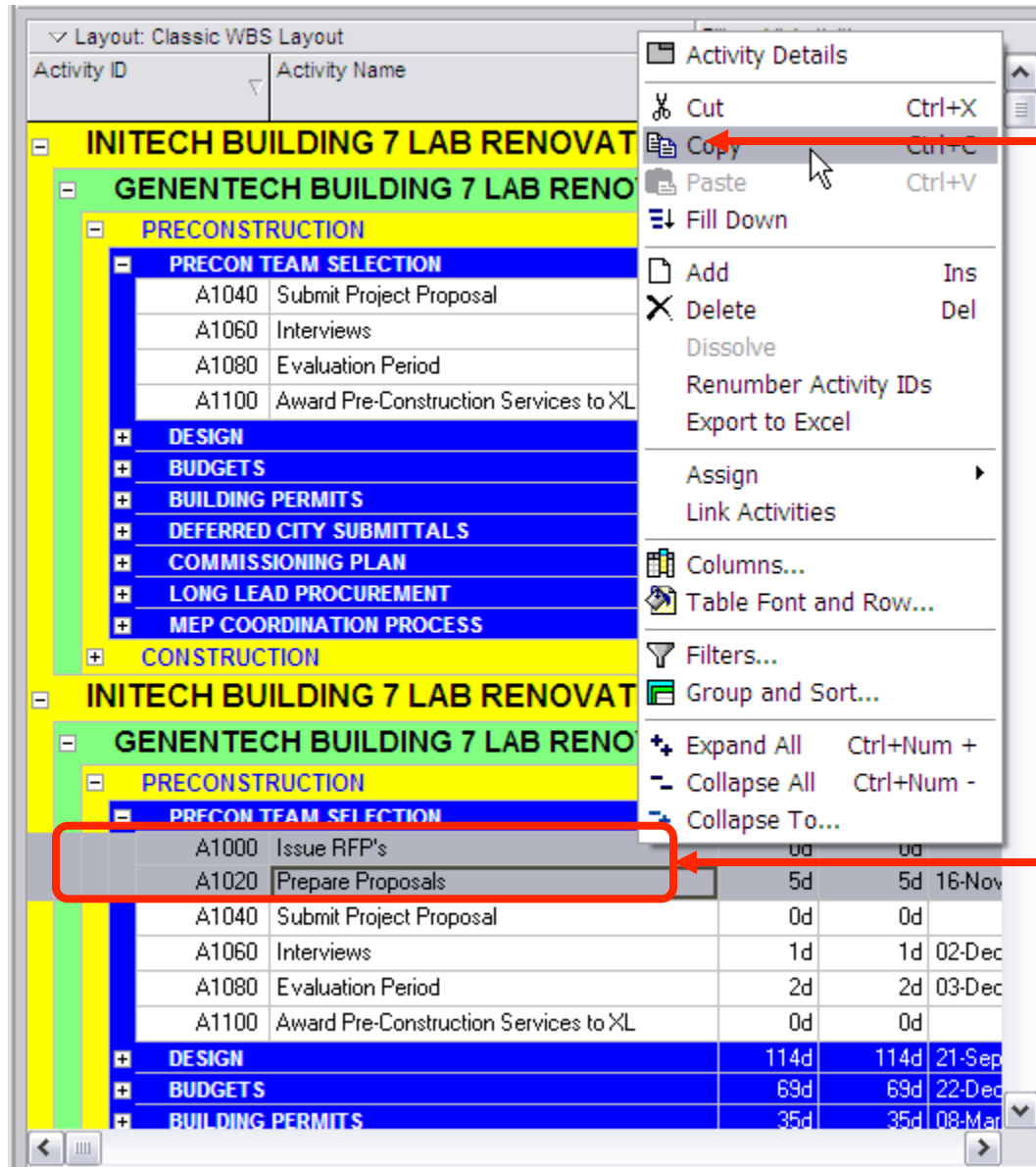
Layout: Classic WBS Layout Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Start
<b>INITECH BUILDING 7 LAB RENOVATIONS</b>				
<b>GENENTECH BUILDING 7 LAB RENOVATIONS</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SELECTION</b>				
A1040	Submit Project Proposal	0d	0d	
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation Period	2d	2d	03-Dec
A1100	Award Pre-Construction Services to XL	0d	0d	
<b>DESIGN</b>				
<b>BUDGETS</b>				
<b>BUILDING PERMITS</b>				
<b>DEFERRED CITY SUBMITTALS</b>				
<b>COMMISSIONING PLAN</b>				
<b>LONG LEAD PROCUREMENT</b>				
<b>MEP COORDINATION PROCESS</b>				
<b>CONSTRUCTION</b>				
<b>INITECH BUILDING 7 LAB RENOVATIONS</b>				
<b>GENENTECH BUILDING 7 LAB RENOVATIONS</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SELECTION</b>				
A1000	Issue RFP's	0d	0d	
A1020	Prepare Proposals	5d	5d	16-Nov
A1040	Submit Project Proposal	0d	0d	
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation Period	2d	2d	03-Dec
A1100	Award Pre-Construction Services to XL	0d	0d	
<b>DESIGN</b>				
<b>BUDGETS</b>				
<b>BUILDING PERMITS</b>				

3. Select the activities you wish to copy by:
  - a. "Ctrl-Click" to select multiple activities

# COPYING ACTIVITIES BETWEEN PROJECTS

- b. "Right click" to open the options dialog box and
- c. "Left Click" to select "Copy"



**SELECT  
COPY  
AFTER  
YOU  
SELECT  
THE  
ACTIVITIES**

**SELECT  
THE  
ACTIVITIES  
AND RIGHT  
CLICK  
FIRST**

## COPYING ACTIVITIES BETWEEN PROJECTS

4. After you have selected the activities you wish to copy, scroll up to the WBS element of the project you will be copying the activities to. "Left Click" on the WBS element where you will be adding the activities. In the example below, we will be copying to the PRECON TEAM SELECTION element.

After you have selected the element,

- a. "Right Click" to open the options dialog box and
- b. "Left Click" to select "Paste"

The screenshot shows a software interface with a WBS tree on the left and a table of activities on the right. The WBS tree is expanded to show the 'PRECON TEAM SELECTION' element, which is highlighted with a red box. A context menu is open over this element, and the 'Paste' option is highlighted with a red box. Red arrows point from the text 'SELECT THE ELEMENT' and 'SELECT "PASTE"' to these respective elements.

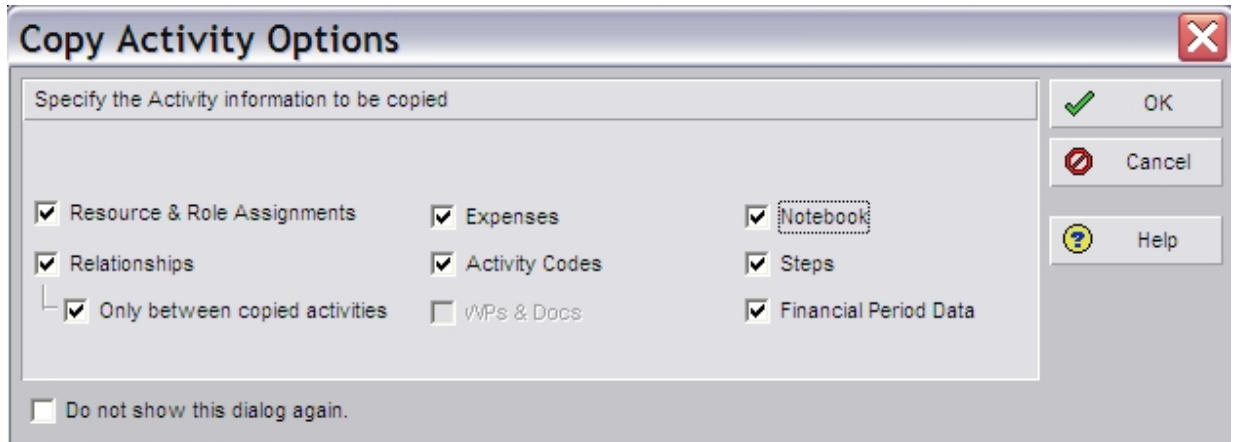
Activity ID	Activity Name	Original Duration	Remaining Duration	Start
<b>INITECH BUILDING 7 LAB RENOVATIONS</b>				
<b>GENENTECH BUILDING 7 LAB RENOVATIONS</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SELECTION</b>				
A1040	Submit Pro	0d	0d	20-Nov
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation	2d	2d	03-Dec
A1100	Award Pre	0d	0d	
<b>DESIGN</b>				
<b>BUDGETS</b>				
<b>BUILDING PERMITS</b>				
<b>DEFERRED CITY SUB</b>				
<b>COMMISSIONING PL</b>				
<b>LONG LEAD PROCUR</b>				
<b>MEP COORDINATION</b>				
<b>CONSTRUCTION</b>				
<b>INITECH BUILDING</b>				
<b>GENENTECH BUILD</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SEL</b>				
A1000	Issue RFF	0d	0d	
A1020	Prepare P	5d	5d	16-Nov
A1040	Submit Pro	0d	0d	
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation	2d	2d	03-Dec
A1100	Award Pre	0d	0d	
<b>DESIGN</b>				
<b>BUDGETS</b>				
<b>BUILDING PERMITS</b>				

**SELECT  
THE  
ELEMENT**

**SELECT  
"PASTE"**

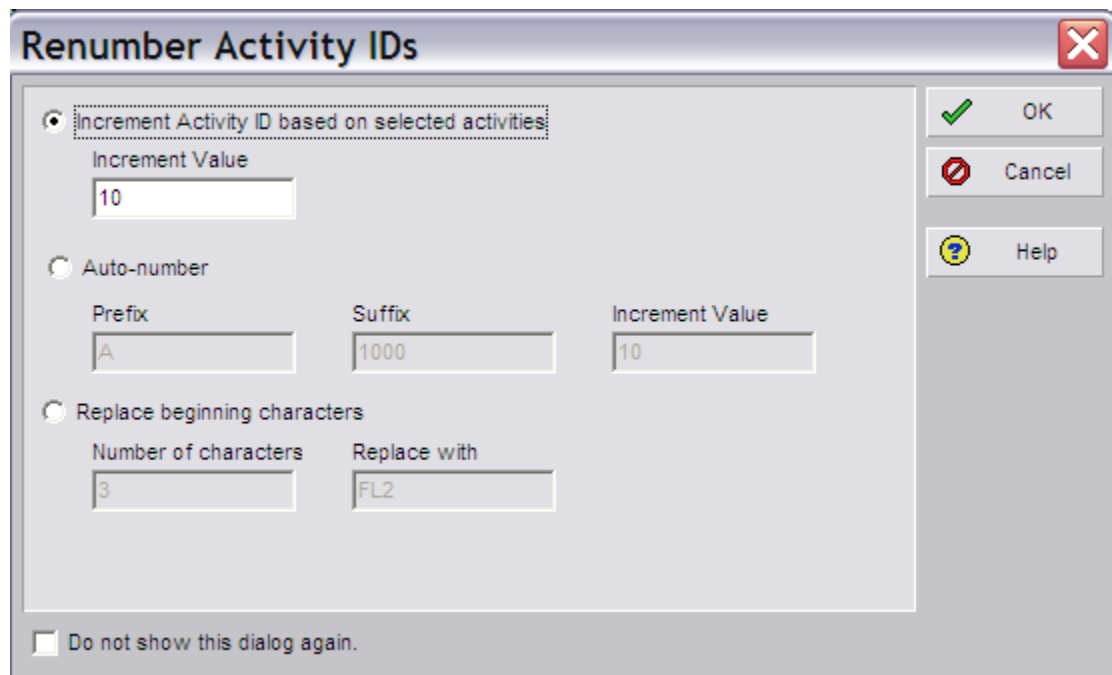
# COPYING ACTIVITIES BETWEEN PROJECTS

5. Select the options you wish to copy along with the activity and click "OK"



The "Copy Activity Options" dialog box is shown. It has a title bar with a close button (X). The main area is titled "Specify the Activity information to be copied". It contains several checkboxes arranged in three columns: "Resource & Role Assignments", "Expenses", "Notebook", "Relationships", "Activity Codes", "Steps", "Only between copied activities", "WPs & Docs", and "Financial Period Data". All checkboxes are checked. On the right side, there are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a yellow question mark icon). At the bottom left, there is a checkbox labeled "Do not show this dialog again." which is currently unchecked.

6. Select how you wish activity renumbering to be managed when the activities are copied and click "OK".



The "Renumber Activity IDs" dialog box is shown. It has a title bar with a close button (X). The main area contains three radio button options: "Increment Activity ID based on selected activities", "Auto-number", and "Replace beginning characters". The first option is selected. Below the first option is a text box labeled "Increment Value" with the value "10". Below the second option are three text boxes: "Prefix" with the value "A", "Suffix" with the value "1000", and "Increment Value" with the value "10". Below the third option are two text boxes: "Number of characters" with the value "3" and "Replace with" with the value "FL2". On the right side, there are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a yellow question mark icon). At the bottom left, there is a checkbox labeled "Do not show this dialog again." which is currently unchecked.

# COPYING ACTIVITIES BETWEEN PROJECTS

7. Your activities have been successfully copied from one project to another.

Layout: Classic WBS Layout Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Start
<b>INITECH BUILDING 7 LAB RENOVATIONS</b>				
<b>GENENTECH BUILDING 7 LAB RENOVATIONS</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SELECTION</b>				
A1000	Issue RFP's	0d	0d	
A1020	Prepare Proposals	5d	5d	16-Nov
A1040	Submit Project Proposal	0d	0d	
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation Period	2d	2d	03-Dec
A1100	Award Pre-Construction Services to XL	0d	0d	
<b>DESIGN</b>				
<b>BUDGETS</b>				
<b>BUILDING PERMITS</b>				
<b>DEFERRED CITY SUBMITTALS</b>				
<b>COMMISSIONING PLAN</b>				
<b>LONG LEAD PROCUREMENT</b>				
<b>MEP COORDINATION PROCESS</b>				
<b>CONSTRUCTION</b>				
<b>INITECH BUILDING 7 LAB RENOVATIONS</b>				
<b>GENENTECH BUILDING 7 LAB RENOVATIONS</b>				
<b>PRECONSTRUCTION</b>				
<b>PRECON TEAM SELECTION</b>				
A1000	Issue RFP's	0d	0d	
A1020	Prepare Proposals	5d	5d	16-Nov
A1040	Submit Project Proposal	0d	0d	
A1060	Interviews	1d	1d	02-Dec
A1080	Evaluation Period	2d	2d	03-Dec
A1100	Award Pre-Construction Services to XL	0d	0d	
<b>DESIGN</b>				

**COPIED ACTIVITIES**

**ORIGINAL ACTIVITIES**