DRMcNATTY

TECH TIP

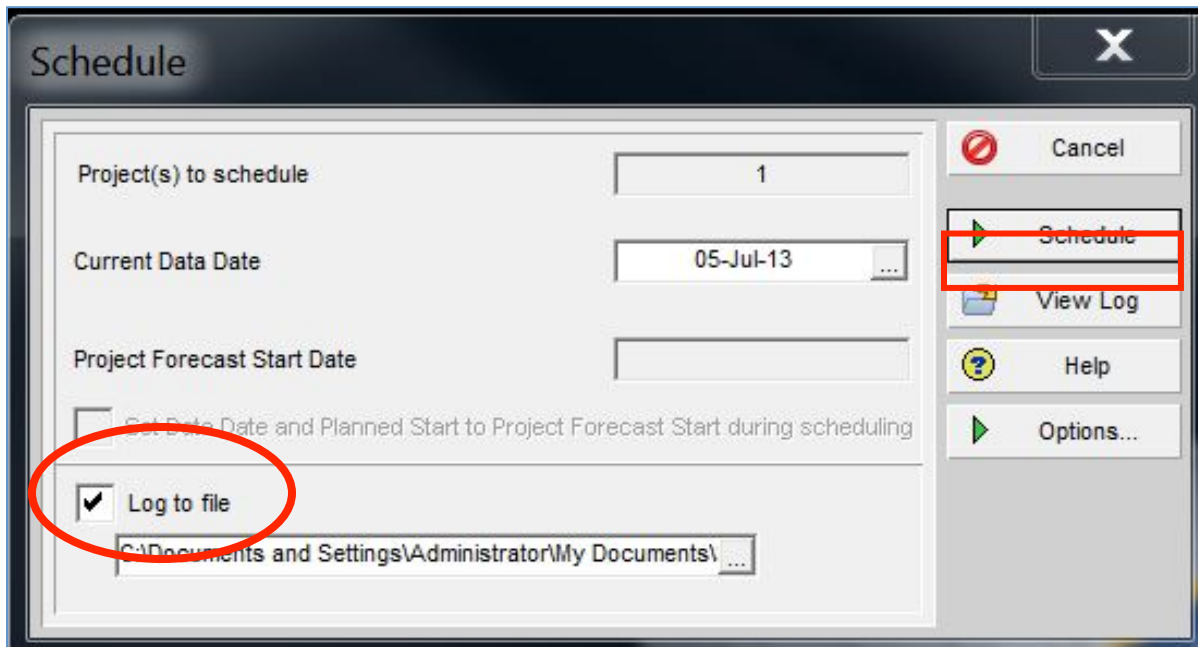## SCHEDULE LOG REPORT
ORACLE PRIMAVERA P6 PROFESSIONAL

We receive calls all the time about schedulers having issues with their activities either riding the data date or shooting to the end of the project on the Gantt chart. A simple and quick solution is to view to the log report. This month's tech tip will show you…

1. Where is the log report?

2. How to save log report?

3. Schedule the project

4. Review report to see what errors/warnings the report found

5. Make necessary corrections to the schedule
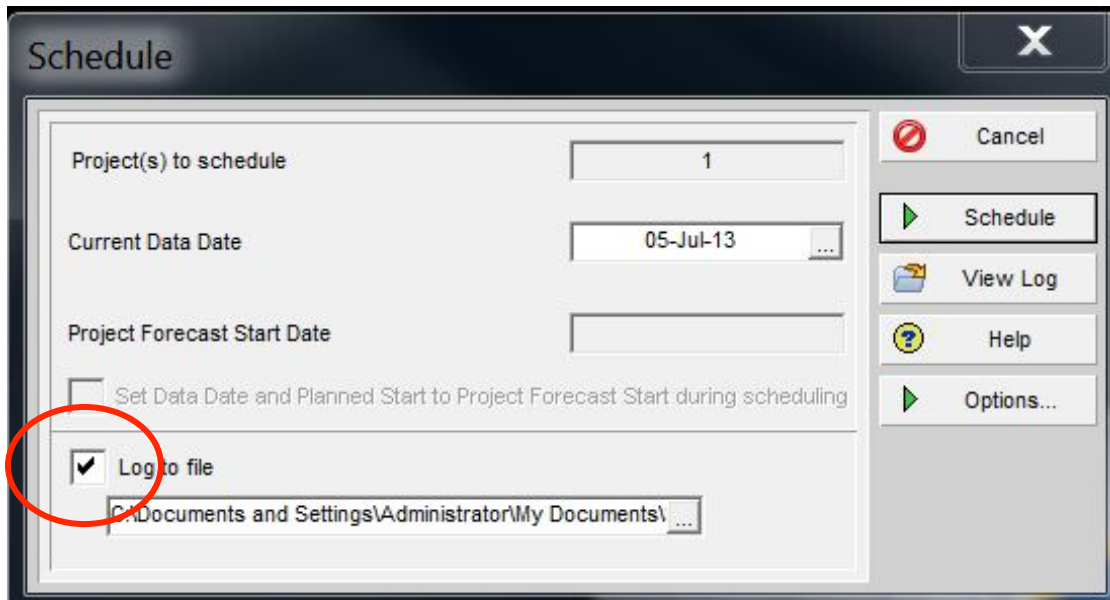
Where is the Log Report?

The log report is only available to see when you open up the schedule dialog box by going into the tools menu, clicking on the schedule icon or pressing F9 on your keyboard.

How to save log report?

Step: 1- check the "Log to file" box

Save report to folder/location

Step 2: Click the 3 dot ellipse button next to the file location to save the report to a location of your choice.
(Create a folder to save all of my log reports)
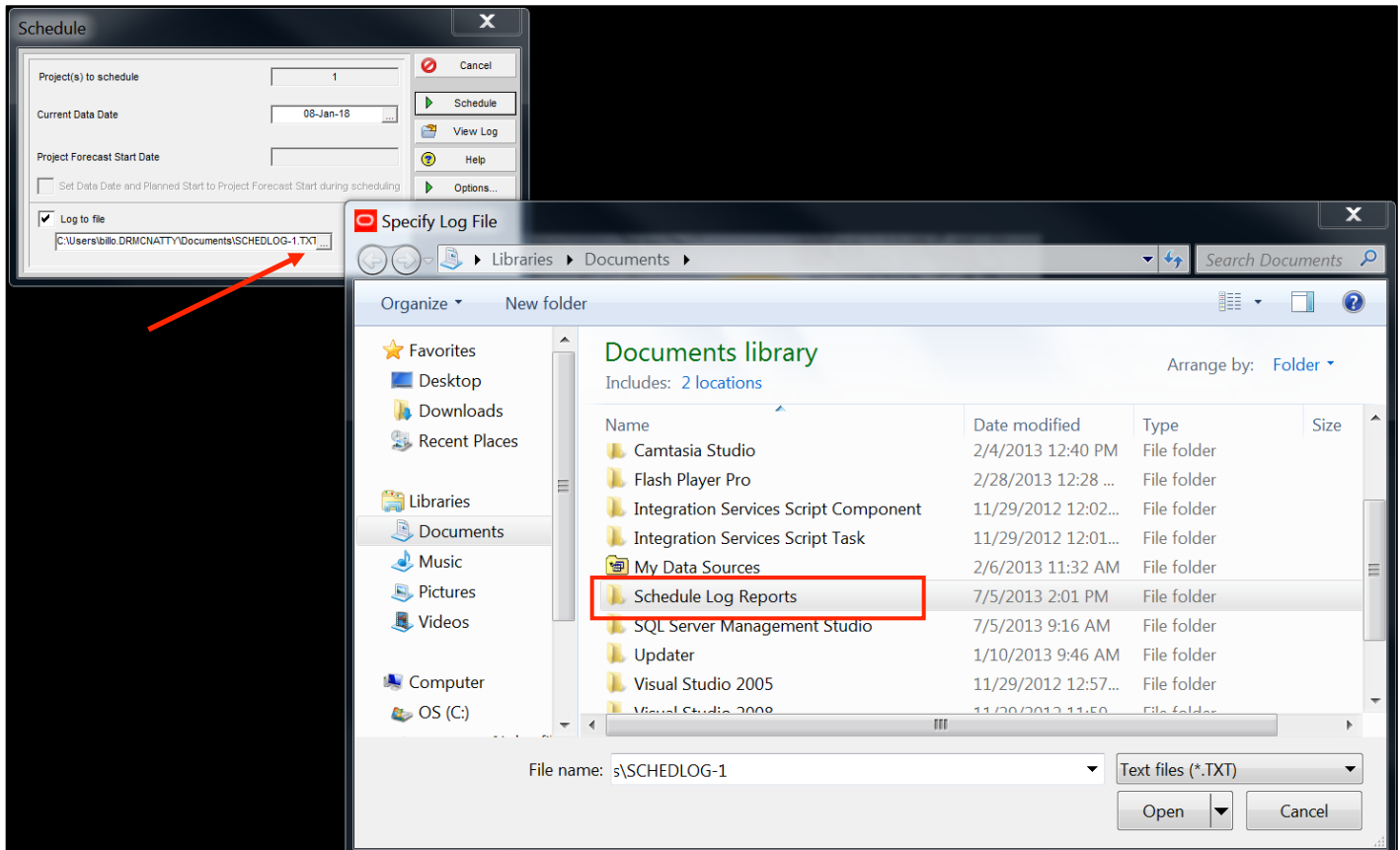
Schedule the Project

Step:3 After saving the log report to the location of your choice, it's time to schedule the project. Click the schedule button. (you must schedule the project to be able to run/view the log report.
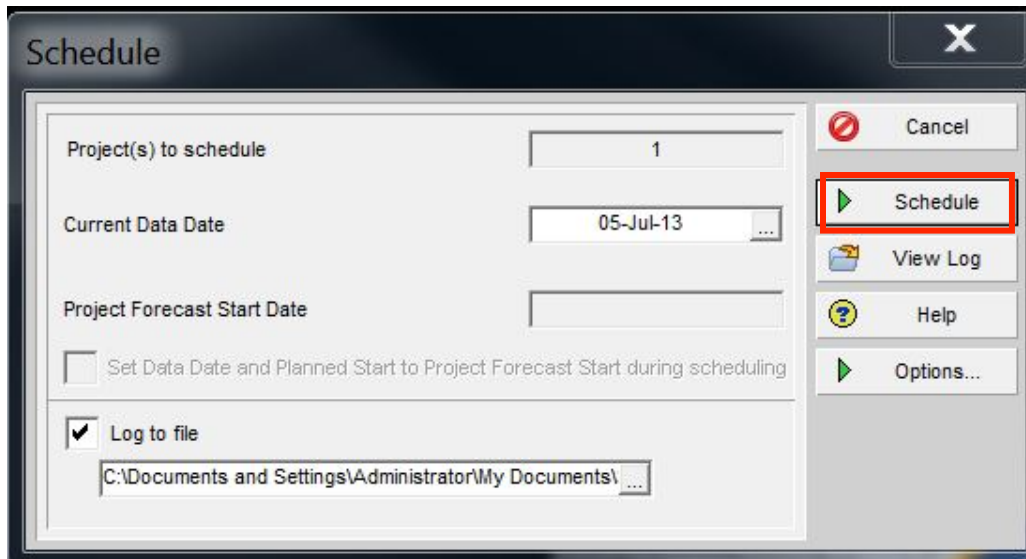
View the log report

Step 4: After you hit schedule the dialog box will disappear and the project schedule will run the updates and changes you made. To view the log file you press the schedule icon or F9, then click "View Log"
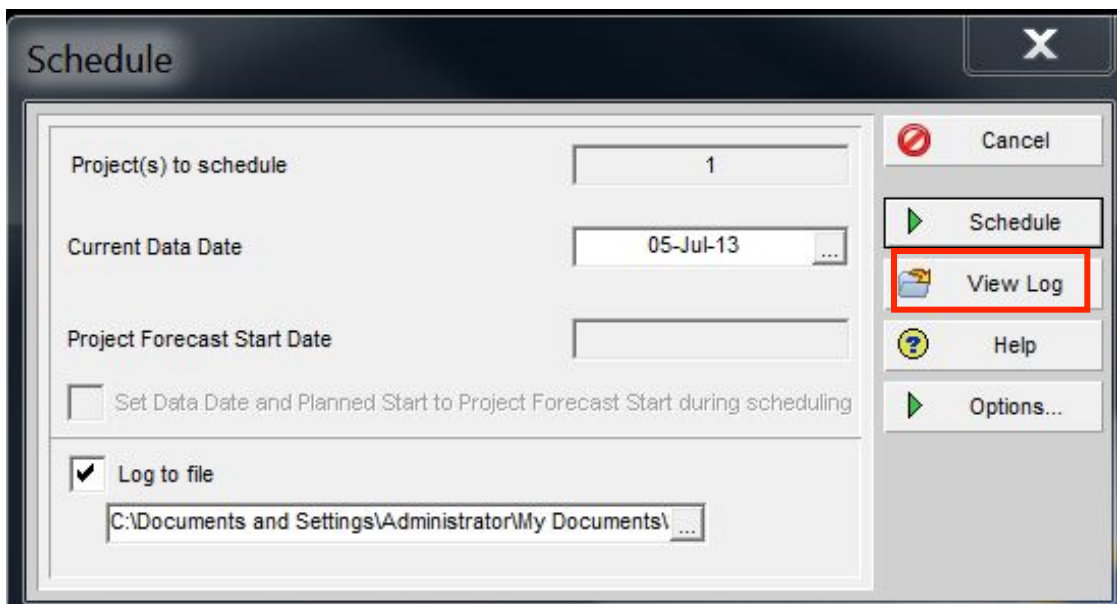
Review the Report (Top Section)

The top portion of the log file will show the schedule/leveling setting of the specific project open. It's important to review this section to make sure the correct setting are being used.

```
File  Edit  Format  View  Help
Scheduling/Leveling Report - 16-Jul-13 06:31 PM - PM.exe
=======================================================

        Default Project.................................................July 2013

        Projects:
                July 2013.......................................................Tech Tip

Scheduling/Leveling Settings:
-----------------------------
        General
        -------
        Scheduling ......................................................Yes
        Leveling ........................................................No
        Ignore relationships to and from other projects .................No
        Make open-ended activities critical .............................No
        Use Expected Finish Dates .......................................Yes
        Schedule automatically when a change affects dates ..............No
        Level resources during scheduling ...............................No
        Recalculate assignment costs after scheduling ...................No
        When scheduling progressed activities use .......................Retained Logic
        Calculate start-to-start lag from ...............................Early Start
        Define critical activities as Total Float less than or equal to .0
        Compute Total Float As ..........................................Finish Float
        Calculate float based on finish date of .........................Each project
        Calendar for scheduling Relationship Lag ........................Predecessor Activity Calendar

        Advanced
        --------
        Calculate multiple float paths...................................No
```

Review the Report (Middle Section)

Statistics: this section shows your number of projects, activities, not started, in progress, completed, relationships and activities with constraints

Errors/Warnings:
Review the log report to see if you have any Errors or Warnings. The report will identify all the issues and tell you specifically what activities are causing issues so you can go back and correct them/ revise the logic and relationship ties

```
Statistics:
----------
        # Projects......................................................1
        # Activities....................................................6
        # Not Started..................................................6
        # In Progress..................................................0
        # Completed....................................................0
        # Relationships................................................3
        # Activities with Constraint...................................0

Errors:
-------
Warnings:
---------
Activities without predecessors..................................3
        Project:        July 2013       Activity:       A1000   Building Addition Kickoff
        Project:        July 2013       Activity:       A1010   Design Building Addition
        Project:        July 2013       Activity:       A1050   Excavation

Activities without successors....................................3
        Project:        July 2013       Activity:       A1000   Building Addition Kickoff
        Project:        July 2013       Activity:       A1020   Review and Approve Designs
        Project:        July 2013       Activity:       A1030   Assemble Technical Data for Heat Pump

Out-of-sequence activities.......................................0

Activities with Actual Dates > Data Date.........................0

Milestone Activities with invalid relationships..................0

Finish milestone and predecessors have different calendars.......0
```

Review the Report (Bottom Section)

Scheduling/Leveling: this will show you basic information about what the report ran.

Exceptions: this section will show all the critical activities and will list the activity ID # and the Activity Name.

```
Scheduling/Leveling Results:
---------------------------
        # Projects Scheduled/Leveled....................................1
        # Activities Scheduled/Leveled..................................6
        # Relationships with other projects.............................0
        Data Date.......................................................14-Jul-13 12:00 AM
        Earliest Early Start Date.......................................15-Jul-13 08:00 AM
        Latest Early Finish Date........................................16-Jul-13 05:00 PM
Exceptions:
-----------
        Critical Activities.............................................3
                Project:        July 2013       Activity:       A1030   Assemble Technical Data for Heat Pump
                Project:        July 2013       Activity:       A1040   Review Technical Data on Heat Pumps
                Project:        July 2013       Activity:       A1050   Excavation

        Activities with unsatisfied constraints.........................0

        Activities with unsatisfied relationships.......................0

        Activities with external dates..................................0
```