

## IMPORTING MS PROJECT 2000 (CSV)

Title	Importing MS Project 2000 (CSV)
Category	IMPORT EXPORT
Document Number	TN0031
Software version	1.06
Application	SITEPLAN
Create Date	17 July 2003
Revision Date	21 July 2003
Document Version	Final
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## INTRODUCTION

### Why use CSV

There is NO reason to use CSV to move data between Project and SitePlan except with MS Project 2000. MSProject 2000 does not export MPX files.

### Transaction problems with CSV

- The exported file must be created with the correct columns.
- The separator is assumed to be a COMMA. However, a SEMICOLON is used in some countries. Use the ADVANCED button when importing the file to adjust the separator if required.
- The top line is assumed to be a header line. Any extra lines up to the first line of data will have to be deleted in Excel.
- Date formats are assumed to be of the form dd/mm/yyyy. or dd/mm/yy.(1980 is the base date). The date separator may be a forward slash, dash or dot. Excel can be used to adjust date formats. Some specialised dates can also be used i.e. 5Feb02.
- Durations can be of the form 5 Days, 5d, 1.5 Weeks, 3W, 3 Months, 3.8m etc.

### Current restrictions in the CSV import

- The base program, progress and resources are not imported.
- Some milestone types and some starts/ends can't be correctly imported. Other special types are not imported i.e. Hammock types.
- Links to external programs are not imported.
- The calendar is not imported.

### Differences between SitePlan and MS Project

- A Start Lead in MSProject is the number of **elapsed days** from the start of a predecessor to the start of the successor.
- A Start Lead in SitePlan is the number of **days of work done** in the predecessor before the successor can start.
- This will cause differences in results when there is progress out of sequence. The same applies to End Lags.

### Disclaimer

Due to differences in calculation and the activity types between products the responsibility for validating the results must lie with those providing the export file and those doing the import into SitePlan.

### Problems

Email the file that is being imported to siteplan@ccssa.com. Include your name, company, phone number (international format), version of CCS, version of the product that created the file and any special information i.e. the file has been exported on a non-English machine.

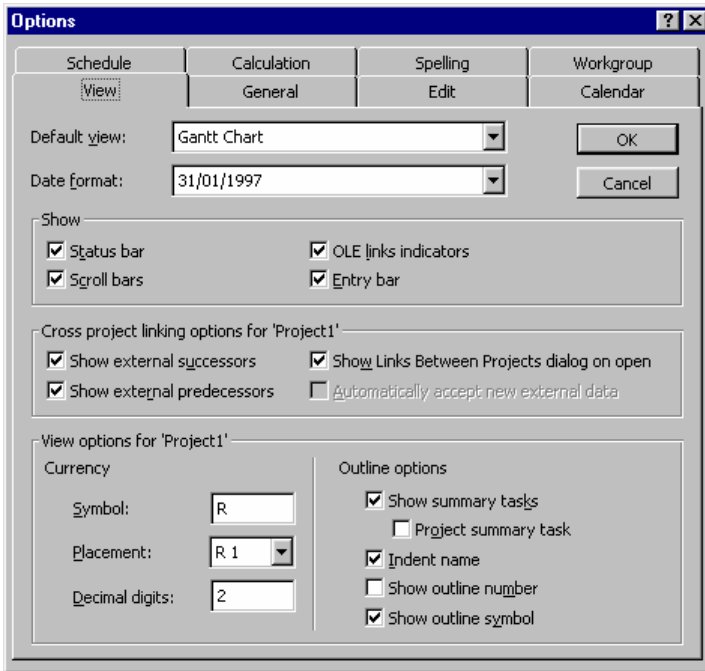
## METHOD

### Step 1: In MS Project

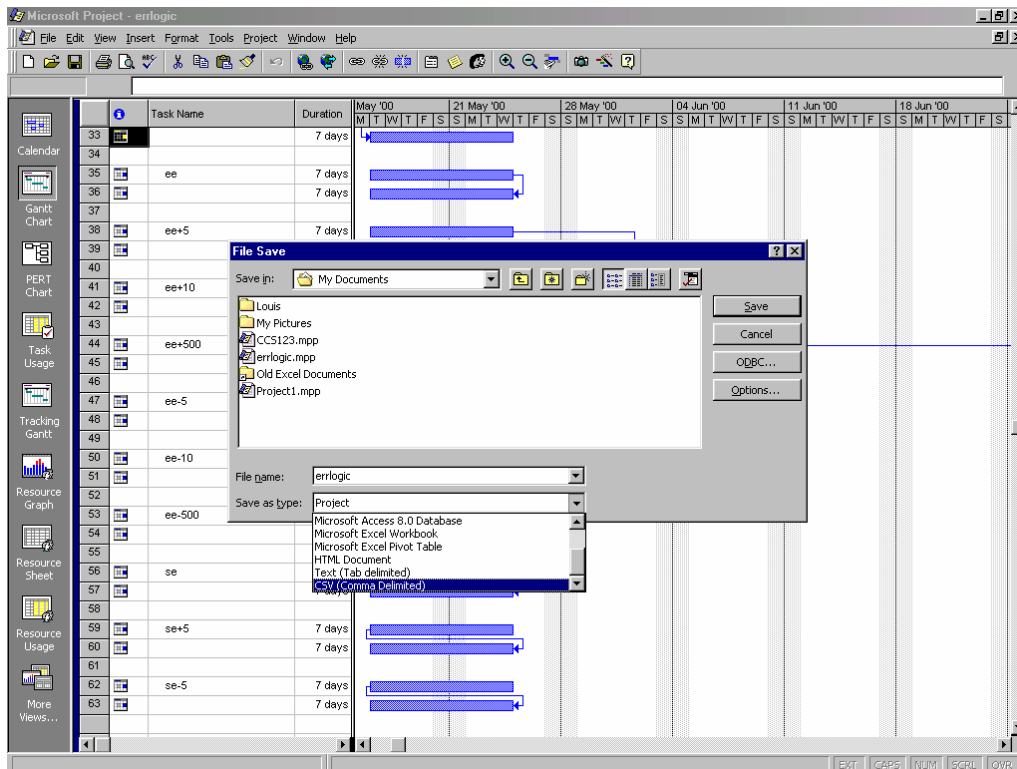
Change the date format of the project to DD/MM/YYYY.

The separator character for dates is a regional setting: a forward slash, dash or dot is supported. Non-2000 compliant date format DD/MM/YY is supported. 1980 is assumed to be the base date. Dates in the form of 'Tue 31/01/2001 12:30 PM' are supported because the non-date information is ignored. All invalid dates will be set to the start of the program.

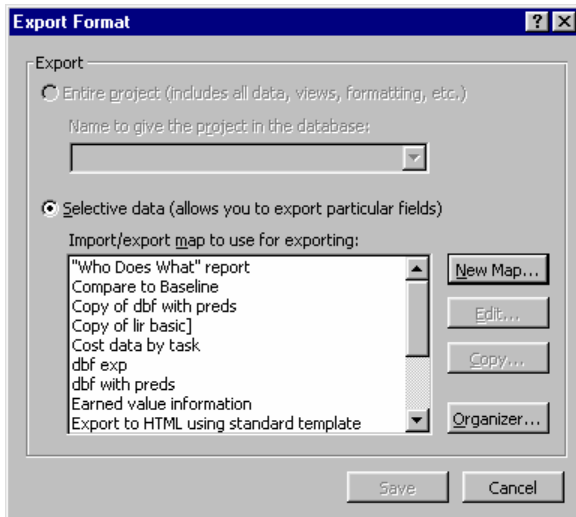
- Choose TOOLS/OPTIONS from the menu bar in MS Project. On the view tab change the date format.



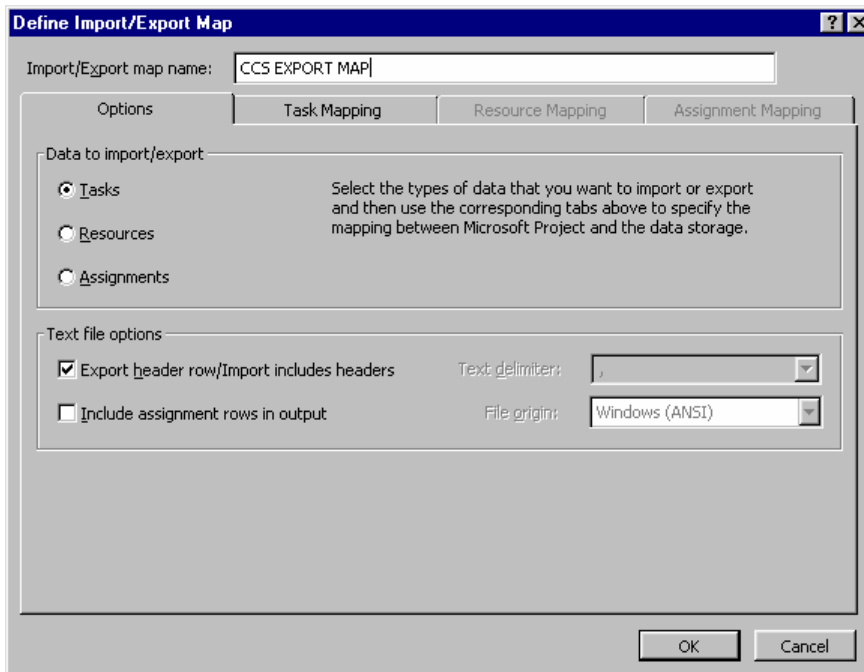
- Save the program as a CSV file.



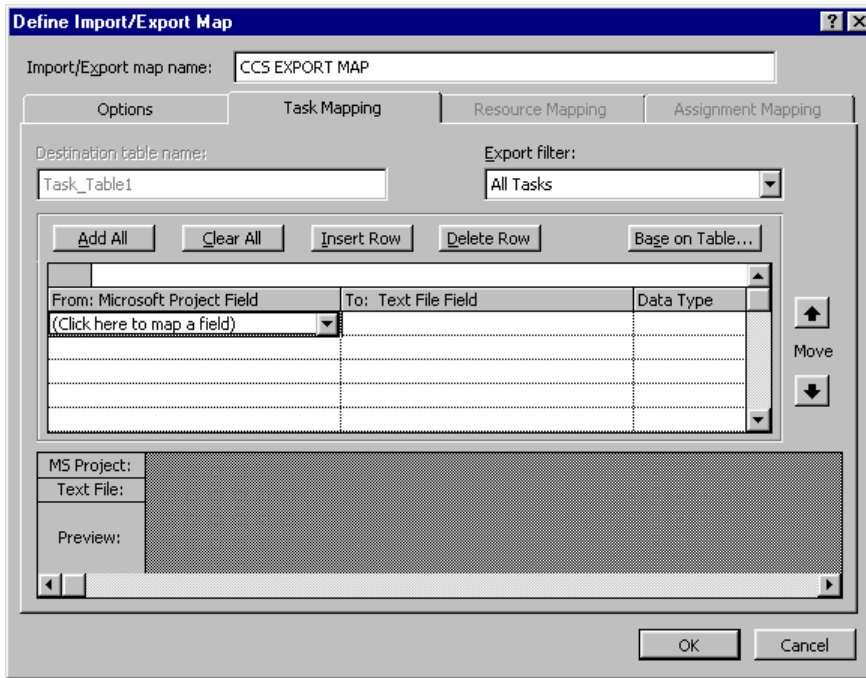
- MS Project will prompt you to choose a view of the data to export. These are called MAPS. Make a new one by hitting the NEW MAP button.



- Give the new map a name and set the data to be exported to TASKS.

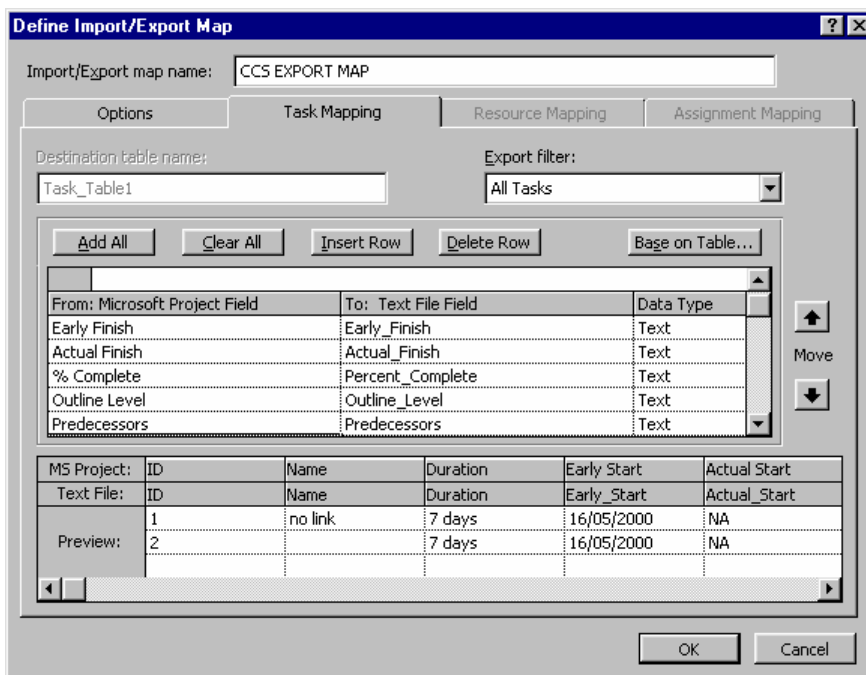


- Click on the Task Mapping tab.

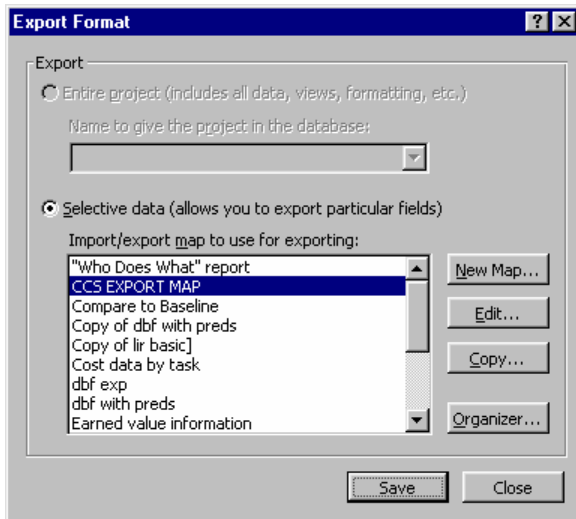


Add the following columns to the export map. MAKE SURE THE FIELDS ARE IN THE EXACT ORDER AS SHOWN BELOW.

- ID
- Name
- Original Duration
- Early Start
- Actual Start
- Early Finish
- Actual Finish
- %Complete
- Outline Level
- Predecessors

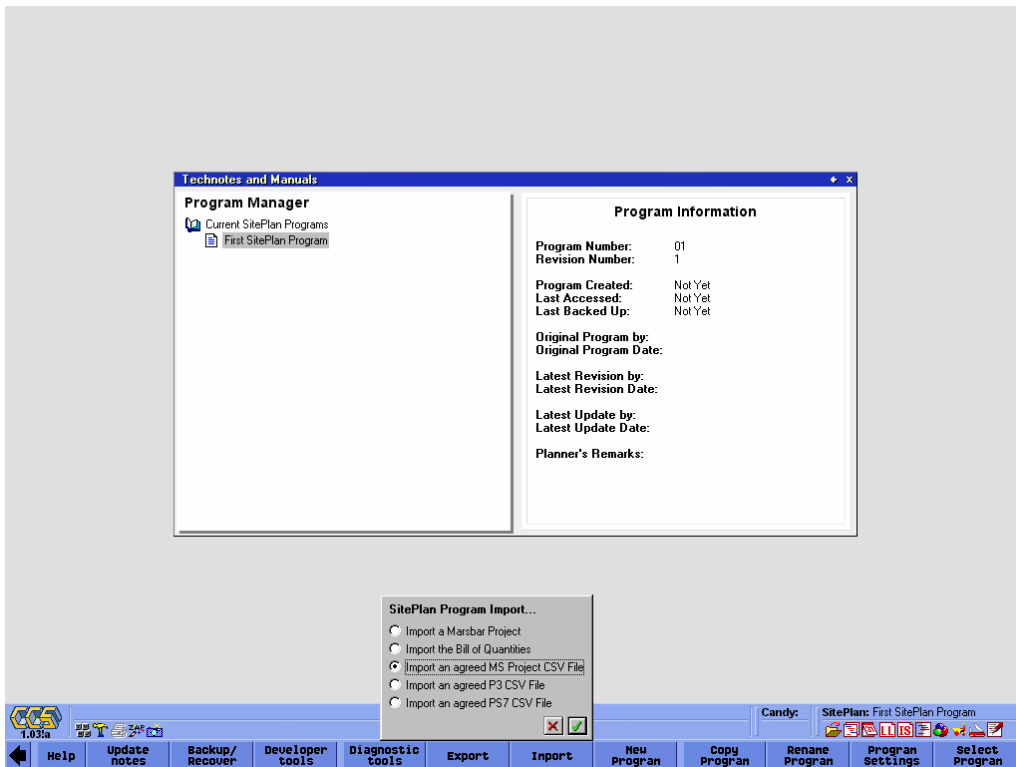


- Hit OKAY to save the map.
- With the cursor on the new map, hit SAVE to save the file.

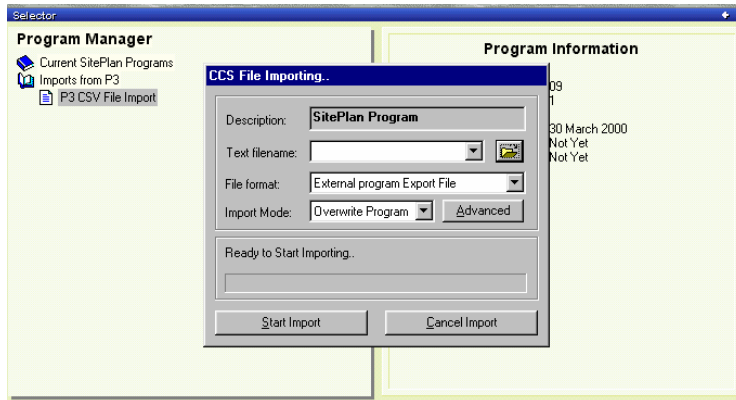


**Step 2: In SitePlan**

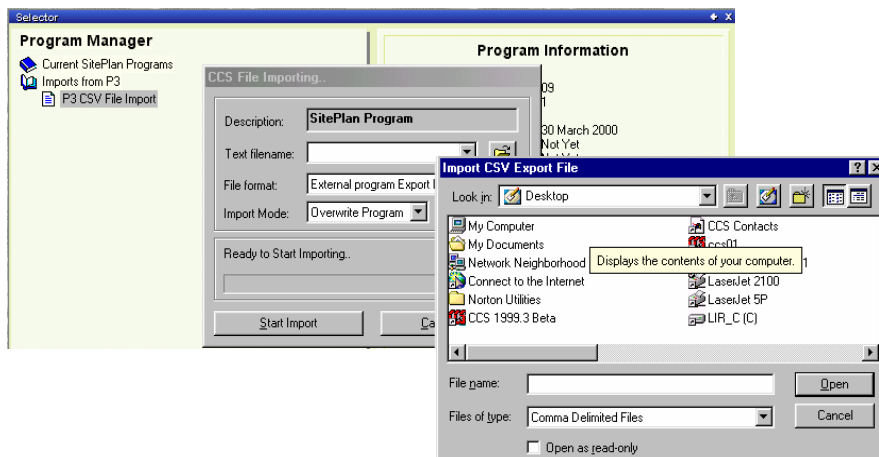
- From the SitePlan Program Manager hit the IMPORT SoftKey and choose "Import an agreed MS Project CSV file".



- Choose a start date. This must be on or before the start date of any activity that will be imported. SitePlan will force any activity that falls before this date to this date.



- Type in or browse for the CSV file and hit the start button.



If the import is successful, the data can be checked using the "Import Checker" view. Check the following:

- Check the start date and calendar.
- Check starts and ends.
- Check for "b-type" activities – might indicate dropped links or starts\ends not imported.
- Check for missing milestones or hammock types.
- Check the level structure.
- Check the logic. Any change made to the logic during the import is written into the Activity Notes column in SitePlan. To see the first note of each activity, set up a view with Activity Note as a column. To view the whole note for an activity double click in the Activity Note column or use the Notes softkey.