

May 2017

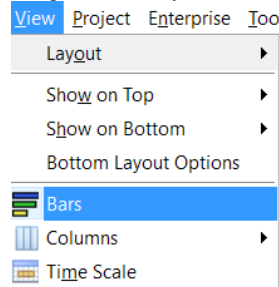
How to change the labels in the Gantt Chart?

A common question in Primavera P6 classes is how to change the labels in the Gantt Chart. The process to change the labels can be thorny. Typically, people would assume that where they change the color of the bar is where they change the label; that is not true, but it is close. It is easy to change a label on a Gantt Chart if you look in the right place. This short blog will show you how to change the label's location and what labels are available to show.

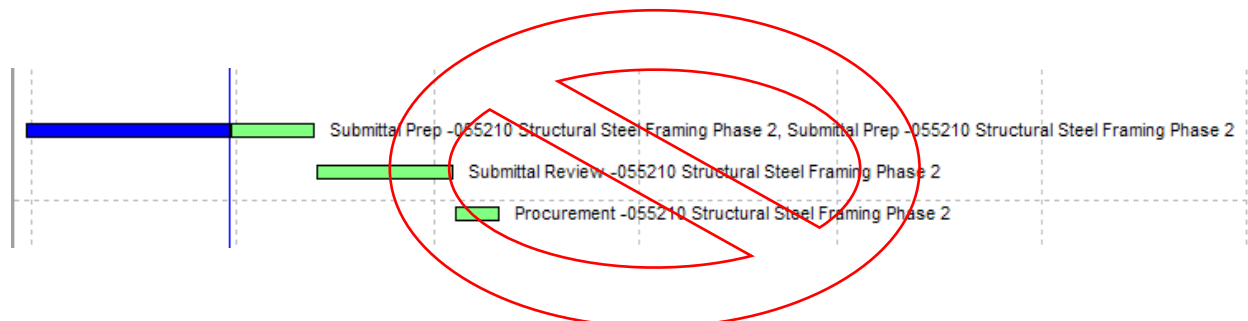
After opening Primavera P6, click on the **Bars** icon in your toolbar.



Or you can open the **Bars** window by going to **View** and scrolling down to **Bars**



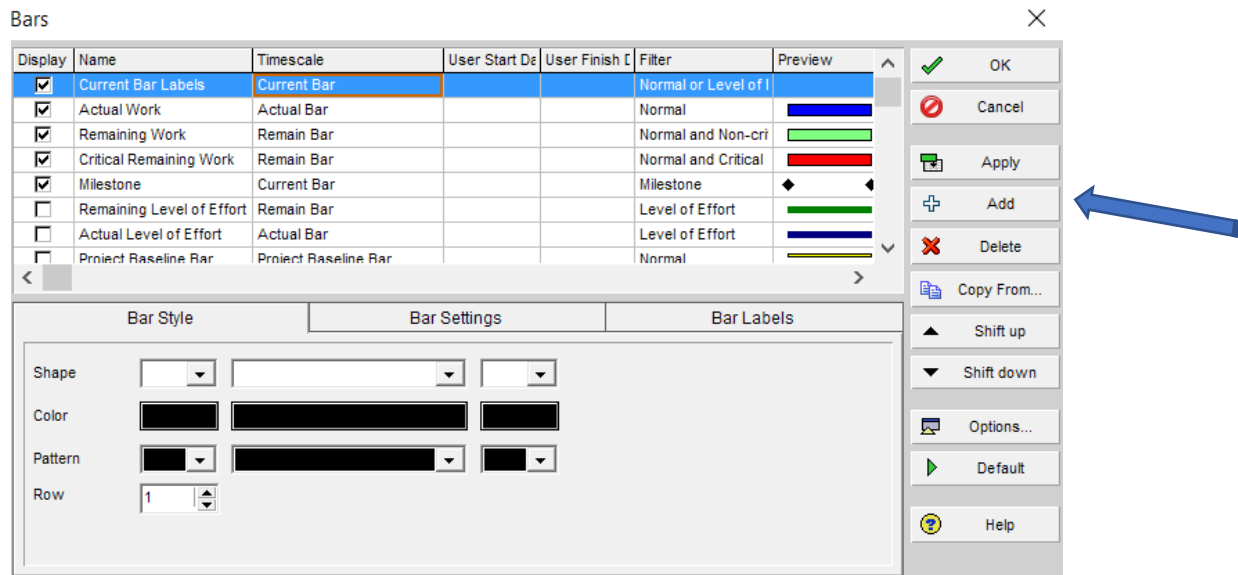
Many people's first choice is to try to change bar labels under the name of the bar. For example, if you want to have an activity's name, people will choose to display the bar labels both under Remaining Work and/or Actual Work. If you decide to show bar labels under the specific bar, an activity that spans the data date will have two bar labels as shown below. One label for the Actual Work, and one label for Remaining Work.



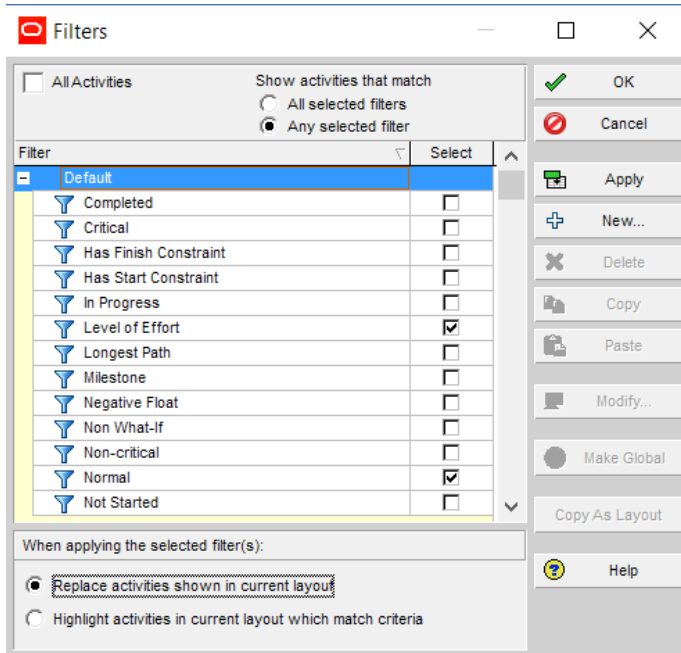
The best option to make your Gantt Chart look neat and professional is to use the line **Current Bar Label** as the only label showing in the Gantt Chart. This option combines the bar labels for all bars to ensure the activity name, date, status, total float, etc. is not repeated. Typically schedulers and planners will include only the activity name in the label for typical schedules. The more items added into the label, the more room you will need at the end of your project to show the labels for each bar towards the end of the project.

The following will help you add in a line for **Current Bar Label**.

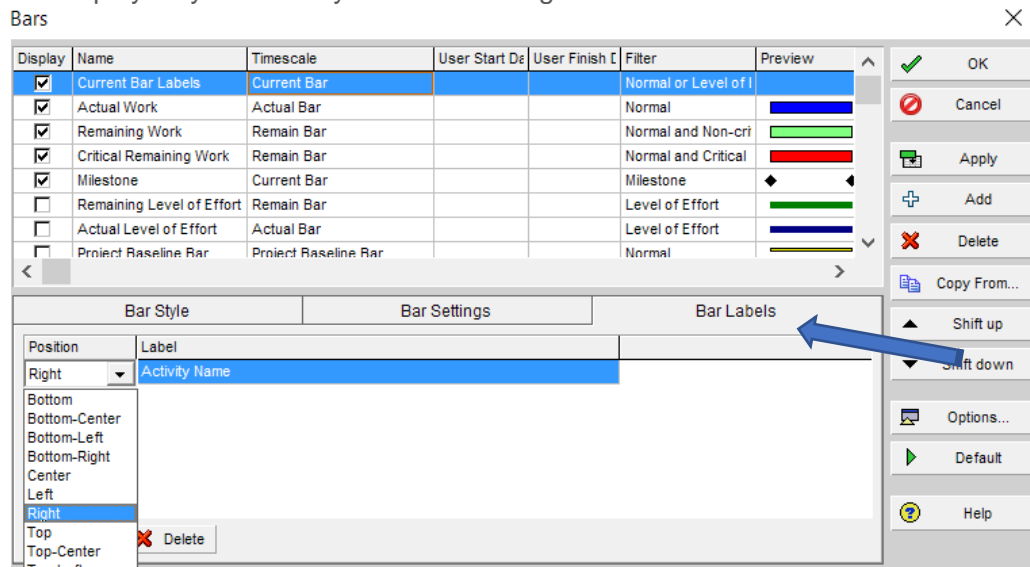
In the **Bar** window click on **Add** on the right hand side of the window.



Label the name box of the bar as **Current Bar Label**. Change the Timescale of the bar to **Current Bar**. Click once in the box under Filter and your filter window will appear in a separate window. Choose **Any Selected Filter** to match and choose the filters **Level of Effort** and **Normal** as shown below. This will place a label next to any activity that is a task-dependent, resource-dependent or WBS summary. When choosing the Level of Effort filter, you are adding activities that are also Level of Efforts to the list of activities to label.



After you have your filters in place, click on the **Bar Labels** tab on the bottom-right of the window as shown below. Choose **Add** to add options on where to add the label in the Gantt Chart. Here you can choose where to place the label under the Position option and what information you would like to display, such as Activity Name, Activity ID, Total Float, Dates, etc. Typically, scheduler and planners will display only the Activity Name on the right side of the bar.



Bars

Display	Name	Timescale	User Start D	User Finish T	Filter	Preview
<input checked="" type="checkbox"/>	Current Bar Labels	Current Bar			Normal or Level of I	
<input checked="" type="checkbox"/>	Actual Work	Actual Bar			Normal	
<input checked="" type="checkbox"/>	Remaining Work	Remain Bar			Normal and Non-cri	
<input checked="" type="checkbox"/>	Critical Remaining Work	Remain Bar			Normal and Critical	
<input checked="" type="checkbox"/>	Milestone	Current Bar			Milestone	
<input type="checkbox"/>	Remaining Level of Effort	Remain Bar			Level of Effort	
<input type="checkbox"/>	Actual Level of Effort	Actual Bar			Level of Effort	
<input type="checkbox"/>	Project Baseline Bar	Project Baseline Bar			Normal	

Bar Style		Bar Settings	Bar Labels
Position	Label		
Right	Activity Name		
	Activity Count		
	Activity ID		
	Activity ID UDF		
	Activity ID UDF		
	Activity Leveling Priority		
	Activity Name		
	Activity Resource Assignment Count		
	Activity Status		
	Activity Step Count		
	Activity Type		
	Actual Completed Activities		
	Actual Cost		
	Actual Duration		
	Actual Expense Cost		
	Actual Finish		
	Actual In-Progress Activities		
	Actual Labor Cost		
	Actual Labor Units		
	Actual Material Cost		
	Actual Nonlabor Cost		

You may have noticed that we did not label milestones under the Current Bar Label: the reason for this is that we typically use a symbol to represent a milestone, while a bar represents activities with durations. When you collapse WBS, the symbols will be lost for the milestones while the bar is still showing.

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