
Primavera Suretrak Project Manager – 2 Day Course

This course provides a comprehensive overview of SureTrak Project Manager for Windows. It examines how to use SureTrak for project planning, scheduling, and control analysis.

Audience: New SureTrak users

Prerequisite: Primavera P3 Planning and Scheduling

Course Outline:

Day One:

- Create a project
- Set up calendars
- Define activity codes
- Add and organize activities
- Schedule the project
- Modify the schedule

Day Two:

- Introduction to resources and costs
- Assign and analyze resources
- Track progress
- Customize layouts

Hands-On Workshops & Exercises

- Add a project
- Create and modify calendars
- Define activity codes
- Add activities and assign activity codes
- Organize the project
- Create relationships

Upon course completion, you will be able to:

- Create a project
- Set up calendars
- Organize a project using activity codes
- Add activities and relationships to a project
- Perform schedule calculations
- Apply constraints to reflect reality
- Edit and modify activity information
- Manage resources and costs
- Track and record progress
- Create and customize layouts
- Use filters to select specific activities
- Control printed output
- Create project reports



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