

Course Outline

Primavera: Introduction to Sure Track Project Manager

Duration: 2 days (12 hours)

Learning Objectives:

- 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 resource and costs
- Track and record progress
- Create and customize layouts
- Use filters to select specific activities
- Control printed output
- Create project reports

Target Audience:

New SureTrack users

Topics Covered:

- Creating a Project
- Setting up Calendars
- Defining Activity Codes
- Adding and Organizing Activities
- Scheduling the Project
- Modifying the Schedule
- Introduction to Resource and Costs
- Assigning and Analyzing Resources
- Tracking Progress
- Customizing Layouts
- Using Filters
- Creating Reports
- Formatting Printed Output

- Hands-On Workshops & Exercises:
 - Adding a Project
 - Creating and Modifying Calendars
 - Defining Activity Codes
 - Adding Activities and Assigning Activity Codes
 - Organizing the Project
 - Creating Relationships
 - Modifying the Schedule
 - Defining Resources
 - Assigning Resources to Activities
 - Shortening the Schedule
 - Tracking Project Progre