

# Introduction To Primavera SureTrak Project Manager – 401

## What you will learn:

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

## Learn to:

- Create a project with activities and resources
- Calculate a schedule
- Apply constraints to reflect reality
- Manage resource and costs
- Create and customize layouts
- Add activities and relationships to a project

## Audience:

- End Users
- Business Analysts
- Functional Implementer
- Project Manager

## Prerequisites:

### Suggested Prerequisites:

- A working knowledge of Windows
- Knowledge of the fundamentals of project scheduling

## Course 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

## **Course Topics:**

**Creating a Project**

**Setting up Calendars**

**Defining Activity Codes**

**Adding and Organizing Activities**

**Adding and Organizing Activities**

**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 Workshop**