



COURSE 401: PRIMAVERA SURETRAK 3X BASIC COURSE
(Earns 13 PDUs and 1.3 CEUs, PMI PROGRAM NUMBER – 401STK)

SUMMARY

This course provides a comprehensive overview of SureTrak Project Manager 3.0. It examines how to use SureTrak for project planning, scheduling, control and analysis.

PREREQUISITE

A working knowledge of Windows™

AUDIENCE

New users of SureTrak

AT THE COMPLETION OF THIS COURSE, THE STUDENT WILL BE ABLE TO:

- Add a Project to the Project Structure
- Create and Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps & Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources & Costs to Activities
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Create & Monitor Thresholds
- Status the Project
- Analyze the Projects' Status

COURSE 401: PRIMAVERA SURETRAK 3X BASIC COURSE (2 DAYS)

TOPICS COVERED

Creating a Project
Setting up Calendars
Organizing a Project with Activity Codes
Adding & Organizing Activities
Scheduling the Project
Modifying the Schedule
Managing the Schedule
Managing Resources
Creating the Target Plan
Tracking Project Progress
Creating Layouts & Filters
Reporting Project Information

WORKSHOPS

Creating a Project
Adding Activity Codes
Set up Project Calendars
Add Activities
Adding Relationships
Code Activities
Set-Up Resource Dictionary
Resource Load Activities
Create a Target
Update the Schedule
Assigning Resources & Costs
Analyzing Resources & Costs
Update the Schedule

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