



**Saving You  
Time & Money**

# **Introduction to SureTrak Project Manager**

**2-Day Class Outline**

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- T<sup>TM</sup> Overview of Project Management**
- T<sup>TM</sup> Creating a Schedule**
- T<sup>TM</sup> Managing Activities and Activity Codes**
- T<sup>TM</sup> Logic and Critical Path Method (CPM)**
- T<sup>TM</sup> Calendars**
- T<sup>TM</sup> Work Breakdown Structure (WBS)**
- T<sup>TM</sup> Scheduling the Project**
- T<sup>TM</sup> Modifying the Schedule**
- T<sup>TM</sup> Organizing/Filtering: Formats, Layouts**
- T<sup>TM</sup> Reporting**
- T<sup>TM</sup> Tracking Progress/Statusing the Project**
- T<sup>TM</sup> Project Utilities**
- T<sup>TM</sup> Tools, Techniques, Tricks and Traps**
- T<sup>TM</sup> Comparisons with Primavera Project Planner (P3)**

**Book: *Planning Using Primavera SureTrak Project Manager*  
Ver. 3.0 by Paul E. Harris**

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