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## **Project Success Tool Kit Training**

### **Primavera SureTrak Project Manager 3.0**

#### **Target Audience:**

This program is designed for prospective users of Primavera SureTrak Project Manager 3.0 project management system. Completion of YCA's The Project Success Method training program and proficiency in Microsoft Windows are prerequisites for this training. The audience will be limited to no more than twelve participants per session.

#### **Objective:**

Upon completion of this program, participants will be able to:

1. Understand the scope and potential applications of Primavera SureTrak Project Manager 3.0 software in the management of projects.
2. Accomplish the following tasks:
  - Enter project, activity, precedence, resource, and cost data.
  - Obtain a completed project network, schedule, and critical path.
  - Analyze the schedule and compress project duration.
  - Sort/select project information and generate a project baseline report package.
  - Update schedule progress, analyze the impact, and prepare a project update report package.
  - Overview advanced features of P3.
3. Understand the functionality and operation of YCA's PtoA custom reporting tool.
4. Use the SureTrak On-Line Tutorial and Reference Manual. Understand how to obtain answers to future questions regarding system usage.

**Program Duration:** 1 day

#### **Provided to Class Participants:**

1. Complete course notebook, developed by YCA that utilizes the project planning and control techniques taught in YCA's The Project Success Method training program.
2. A diskette containing, all system settings, reports, and layouts used in the course.
3. YCA's PtoA, a proprietary, custom reporting tool, which enhances the functionality of the base SureTrak project management software.

**Program Cost:** \$750 per participant for courses conducted at YCA facilities.  
Discounts are based on number of participants, class location, instructor availability, and multiple class commitments.