



July 22-23, 2003

Time: 8:30 am - 4:30 pm

Location: DRMcNatty & Associates 27405 Puerta Real, Suite 260 Mission Viejo, CA 92691

For directions call: 877-367-7990

401 COURSE OUTLINE

DAY ONE:

- Creating a Project
Setting up Calendars
Defining Activity Codes
Adding and Organizing Activities
Scheduling The Project
Modifying the Schedule

DAY TWO:

- Introduction to Resource and Costs
Assigning and Analyzing Resources
Tracking Progress
Customizing Layouts
Using Filters
Creating Reports
Formatting Printed Output

COURSE 401 INTRODUCTION TO SURETRAK PROJECT MANAGER 3.0



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

AUDIENCE: New users of SureTrak. PREREQUISITE: A working knowledge of Windows™.

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

- Create a Project Group
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 Resources and Costs
Track and Record Progress
Create and Customize Layouts
Use Filters to Select Specific Activities
Control Printed Output
Create Project Reports

Presented By:



DRMcNatty & Associates

DRMcNatty & Associates, Inc. was founded in 1989. They assist clients in reaching their goals through the successful implementation and integration of project management and control systems.

Registration is limited to the first 15 paid participants.

REGISTRATION July 22-23, 2003 - INTRODUCTION TO SURETRAK PROJECT MANAGER 3.0

Table with columns FEE and CARD TYPE. Rows include WCCC Member \$595, Non-Member \$695, AMEX, Master Card, and Visa.

CALL 1-800-966-WCCC

E-MAIL mail@wccc.org

FAX 310-538-5083

MAIL Western Council 20280 S. Vermont Ave. Suite 130 Torrance, CA 90502

Registration form fields: NAME, TITLE, COMPANY, ADDRESS, CITY, STATE, ZIP, TELEPHONE, NAME ON CARD, EXP. DATE

Registration Policy

- Please pre-register no later than July 17th.
No cancellations or refunds after June 11, 2003.
Registration is non-transferable to another event.
A walk-in fee of \$10 Members & \$15 Non-Members will be assessed to attendees who do not register by the deadline.