SureTrak Project Manager® 3.0

Simply

the best way to

manage

all your projects.

SureTrak Project Manager helps you plan, schedule and organize projects from start to finish. Even if you've never managed a project, you can do it like a pro with SureTrak.

Plan to succeed. No matter how many projects you're responsible for, or how complex they are, SureTrak Project Manager helps you develop a solid plan for achieving project goals and for managing them to a successful finish.

Create project schedules quickly and easily. SureTrak offers two schedule views – Gantt and PERT, with graphics that can be easily inserted and rearranged, giving you optimal control over your project schedule.
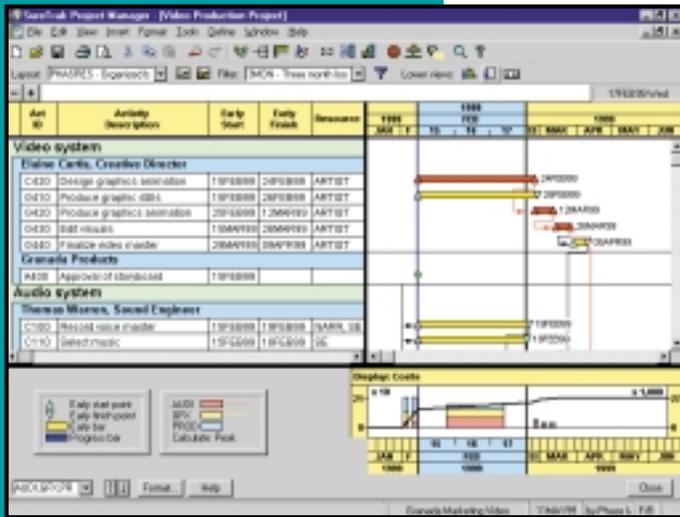
Control projects from start to finish. From your initial brainstorm session to your day-to-day updating, SureTrak gives you the tools you need to take control of your project and guide it to a successful finish. SureTrak gets you on the fast track with its unique features – Project KickStart™ and Progress Spotlight™, which allow you to quickly and thoroughly plan and update your projects. With SureTrak, you can model the inevitable changes in priority, analyze alternatives for dealing with limited resources and accelerate work as deadlines approach.
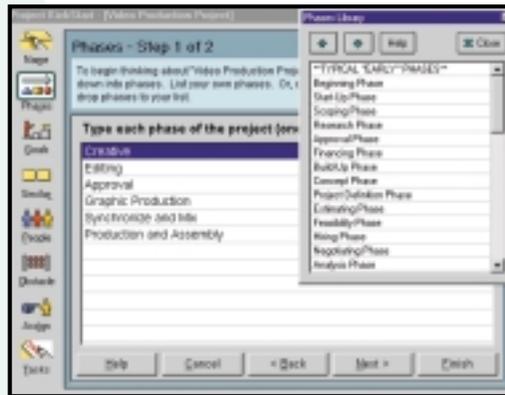
Keep everyone up-to-date. Unite and motivate your team members with SureTrak's built-in Web publishing, comprehensive e-mail capabilities and flexible reporting. Whether you are collaborating on activity details or gathering status information, SureTrak allows you to get your point across to team members regardless of where they are located.

Succeed with SureTrak. Feature for feature SureTrak is simply the best way to manage all your projects. The proof is in the finished project: on time, on target and on the money.

PRIMAVERA®
project management software for business success

Kickstart your projects

- Special Bonus: Project KickStart™ wizard, the 30-minute project organizer

- Planning made simple with eye-catching PERT and bar chart graphics

- Multiproject scheduling and resource planning

- What-if analysis for creating action plans

- Clear, colorful activity categorization

- Web publishing and e-mail project communication
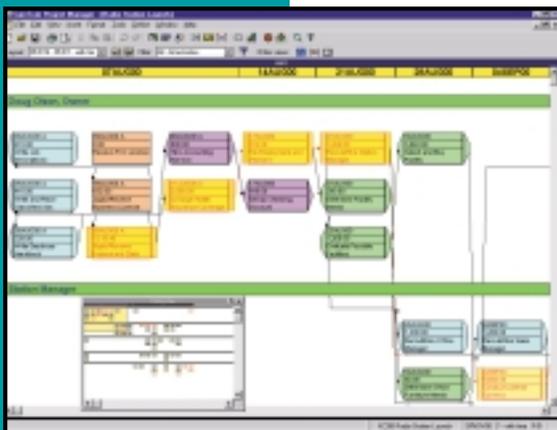
Fast-forward through years of experience. Getting started with project management has never been easier – for novices or the project management veteran. The SureTrak "getting started" wizard, Project KickStart, guides you through the initial stages of project planning with a proven framework for brainstorming and anticipating problems. You'll answer questions that define project phases, clarify goals, establish tasks, anticipate obstacles and delegate assignments.

Project KickStart offers a customizable initial library of choices for each phase of your project.

Get the big picture – or deal with the details. Whichever way suits your needs – viewing the big picture or drilling down to the details – SureTrak gives you a straightforward graphical project outline to view your deadlines for easier management and greater control.
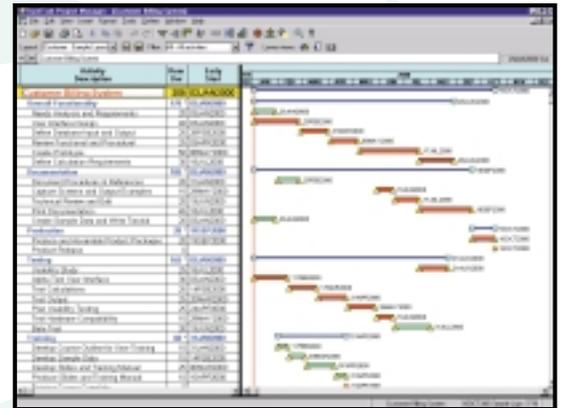
Higher level activities summarize the details of the sub-tasks.

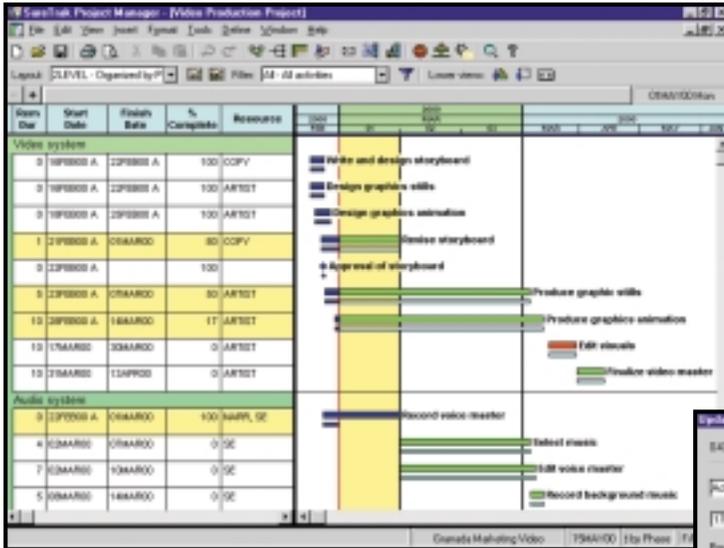**View your project – graphically.** With PERT, you can graphically insert and associate activities – indicating which activities are autonomous and which rely on the completion or the start of other activities. Use the mouse to rearrange activities, put them in sequence or select a range of activities and link them in one step. Rearranging the activities from a logical to a timescaled sequence is just a mouse click away. You can easily navigate large projects with PERT's Cosmic View.

Speed up the process. SureTrak comes fully loaded with the features needed to get going – quickly. With customizable industry-specific templates, you'll save time while establishing a methodology for future projects. You'll also save hours of frustration with the animated tutorial – getting you up-to-speed with a tour of SureTrak's features and wizards. And there's no learning curve with SureTrak menus and toolbars – they're all familiar because they are consistent with Microsoft Office. SureTrak even reads Microsoft Project files for a quick conversion – and no dual entry.
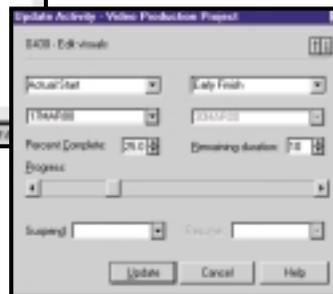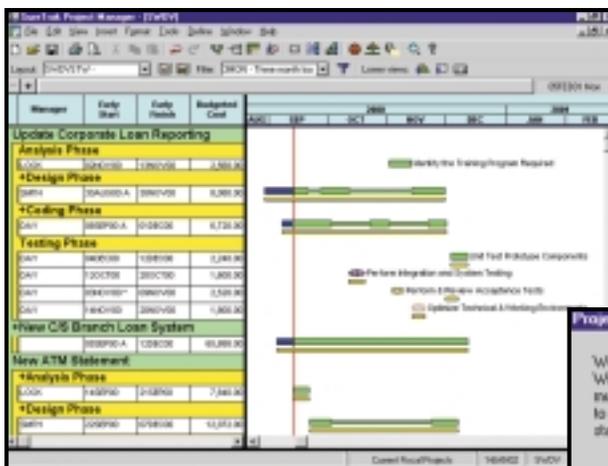
Graphically analyze projects.

Control with confidence

Get focused. With Progress Spotlight, you'll get a quick view of all activities within a specified time period. See which activities need updating and which may cause a delay downstream. Variable timescale lets you zoom in on a selected period to see greater detail on screen. Team members can focus on high-priority activities in this graphical to-do list.

Track your success. Compare actual completion dates and costs with target dates and budget. After spotlighting activities, let SureTrak estimate progress for the project as a whole or quantify progress on individual activities. Reforecast resource requirements in exact amounts or let SureTrak automatically adjust them based on the up-to-date plan.

Progress Spotlight highlights the activities that should be ready for updating. Variable timescale zooms in on a selected period for more detail.

Show progress by entering actual start and finish dates or let SureTrak update status automatically.

Keep it in perspective. SureTrak activity codes enable you to group and summarize activities by phase, responsibility, resource and other customizable codes. Interactive filters make it easy to narrow activity information to view different perspectives. Save these views for easy retrieval with SureTrak's layout and filter toolbar.


Give management a bird's eye view of your project, or drill down for for greater detail.

Pull it all together. Pull projects together with the Project Group Wizard and manage them as groups even when projects are created and scheduled by different people. Once the projects are grouped, you can summarize activity data and give upper management a balance sheet of all projects.


Combine colors and patterns on individual or groups of bars to make activities stand out.
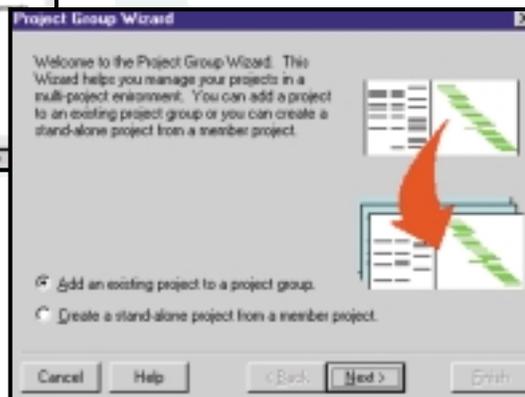
Take control of your project with one of SureTrak's many wizards.

Maximize your resources
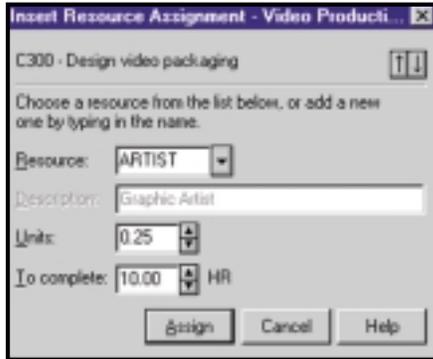
Assign resources to one or more activities in a single step.

Simplify resource assignments. Real-world projects need real-world resource control. That's why SureTrak lets you define and assign resources – people, equipment or materials – to several activities at once. Model different work schedules with customizable resource calendars and variable resource availability. Even assign resources to work on activities part time.

Forecast shortages to avoid delays. Before your project comes to a stop, see if you're getting the red light in SureTrak's resource profile or resource table. If an activity demands more resources than in supply, use SureTrak's resource leveling tool to reschedule low-priority activities until more resources are available. SureTrak can schedule around activity and resource calendars, as well as determine how long an activity will take based on its resource requirements and resource availability.
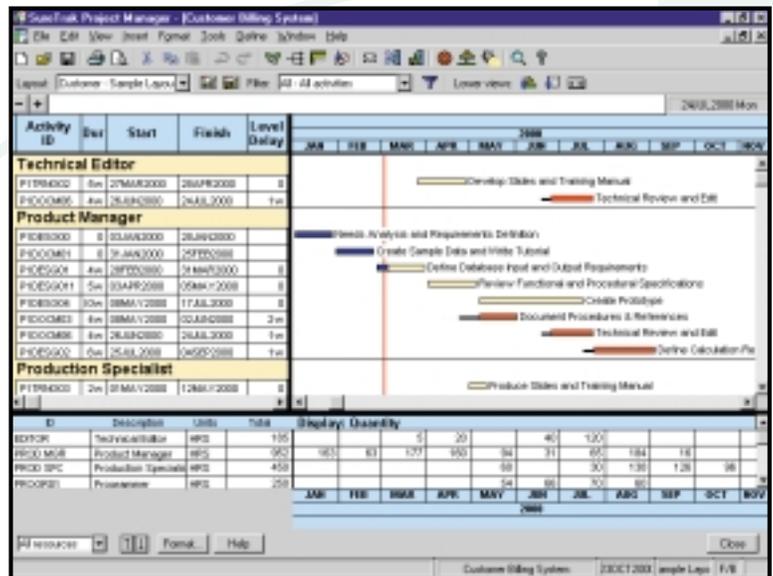
View each resource's assignment. See which activities were pushed out due to resource leveling, and by how much.
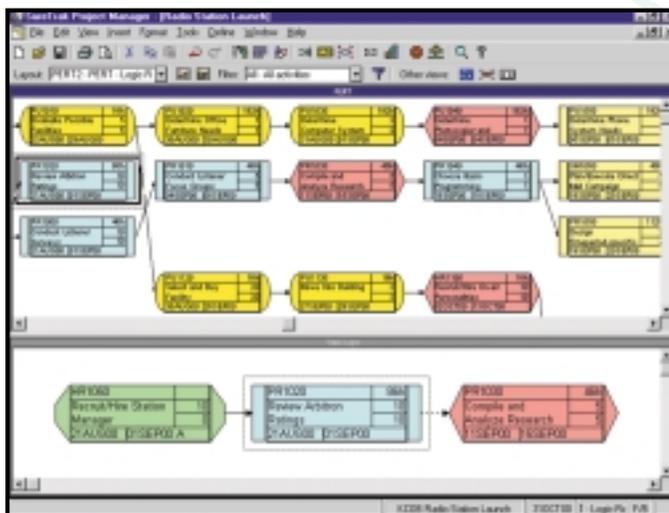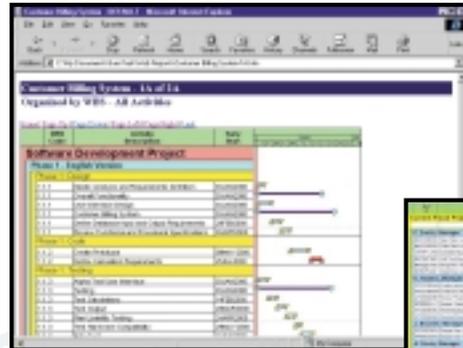

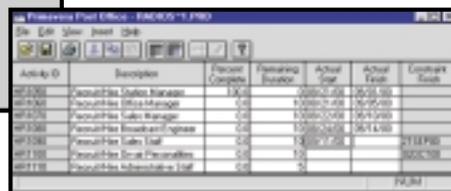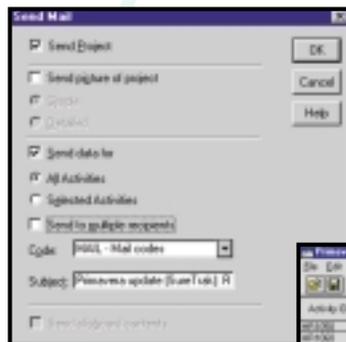*Use Trace Logic to visualize project flow.*

Anticipate obstacles. See how rescheduling one activity affects the predecessor and successor activities in the Trace Logic window of PERT. As you encounter project delays or resource shortages, SureTrak automatically displays the downstream effects on the rest of the project, and most importantly, on the critical path.

Make an impact – communicate
effectively

Send it in writing. Print out what you see on-screen as a report or save as HTML format. Choose from over 40 industrial-strength reports, or create your own. Emphasize deadlines, communicate priorities or clarify responsibilities by embellishing with graphics, vivid colors and attention getting fonts.

Customize headers and footers to include titles, dates, logos, legends and revision blocks.

Use e-mail to keep everyone informed.

Send it faster. Get the latest priorities and schedule changes to your team members quickly using e-mail. Freely distribute Primavera's easy-to-use Primavera Post Office to project team members. They'll see their assignments and update their work, indicating when activities started and how much work remains. When project updates are received, audit them for accuracy, approve them and automatically merge them into the schedule – without any dual entry.
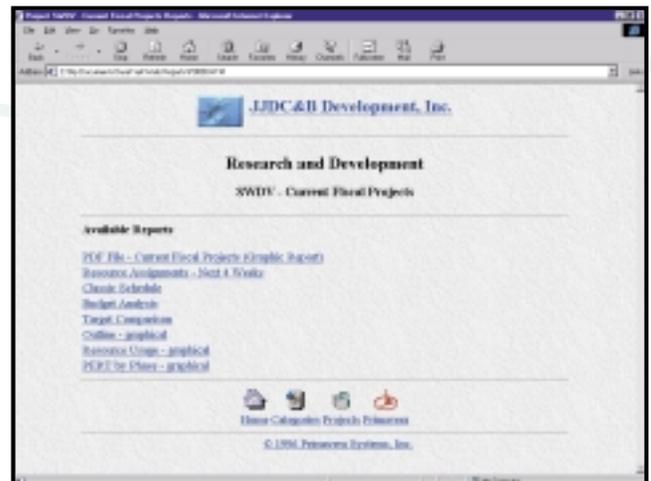
Send it farther. Share graphical reports and layouts in HTML format. Communicate assignments, deadlines and project status with project participants at all levels in all locations with the SureTrak Web Publishing Wizard. Link data from documents, photos, drawings and spreadsheets to your portfolio of projects. Browser-equipped team members can access project details for a better understanding of their roles in the project.

Integrate project information into corporate systems with OLE automation, accessible by Visual Basic®, C++ or SureTrak's own object-oriented Basic (SBL).

Increase visibility of project information with the Web Publishing Wizard.

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Features

Project Modeling

- Project KickStart for project brainstorming
- Up to 10,000 activities per project
- Multiproject scheduling and resource planning
- Simultaneous projects or project groups
- Simultaneous access to projects within project groups
- Work breakdown structure and project outline
- Up to 24 activity codes with dictionary of titles
- Up to 10-character, intelligent activity IDs
- Activity codes and IDs for selection, sorting, grouping, summarizing and reporting
- Customizable activity and resource calendars
- Industry-specific project templates, or create your own
- Target date, original/remaining duration and budget baseline comparisons
- Scheduling and prioritizable resource leveling
- What-if analysis
- Earned value analysis
- Interactive filters

Scheduling

- Critical path scheduling
- Precedence Diagramming Method (PDM)
- Finish-to-start, start-to-start, finish-to-finish and start-to-finish relationships
- All relationships with lead and lag
- Free, total and negative float calculations
- 31 base calendars per project
- Durations in hours, days, weeks or a combination
- 10 types of schedule constraints (e.g., start-no-earlier-than, finish-no-later-than, as late as possible)
- 7 types of activities (e.g., milestones, hammocks, independent activities)
- Suspend and resume dates for in-progress activities
- Automatic and manual activity updating
- Exclusive Progress Spotlight for assisted update

Resource and Cost Management

- Unlimited resource calendars
- Resource leveling, with customizable priorities
- Resource-driven durations
- Cost, schedule, and budget variances
- Unit cost and revenue by resource
- Variable resource availability
- Resource start and finish dates and lags
- Reports and graphics tracking budget, actual cost to date, percent complete, earned value, cost to complete, cost at completion revenue to date, revenue to complete and revenue at completion
- Cash flow forecasting

Presentations, Reports, Graphics

- Gantt bar charts and PERT diagrams
- Resource/cost histograms and curves
- Organized project data by filtering, grouping, sorting or summarizing
- Predefined reports, filters and layouts or create your own
- Summary and detailed reports
- Web reports in HTML format
- Scalable reports to fit the specified number of pages or scaling percentages
- Customizable bars
- Customizable header and footer with titles, dates, logos, legends, and revision blocks
- Pivot Table wizard for cross-tab reporting
- Multinational language specification for reports
- Complete customization of project workspace (e.g., colors, date, and time formats)
- Activities with pictures, text, OLE files or Web URLs attachments
- Log text for free-form notes

Graphical User Interface

- Bar chart view with resource histograms/tables
- PERT with Trace Logic and Cosmic views
- Variable timescale to zoom in on selected portions of a project
- Stretch/compress timescale and activities
- Movable activities with drag and drop
- Graphically assign actuals and constraints
- Point-and-click relationships
- Layout/filter toolbar to change layouts instantly
- Interactive print preview
- Unlimited zoom levels
- Customizable, tear-away toolbars
- Pop-up calendars and legends
- Wizards, on-line help and animated tutorial
- Comprehensive on-line help with link to Primavera Web page

Data Exchange

- Read/write Primavera Project Planner® (P3®) files
- Read/write Microsoft Project MPX files
- Automated mail broadcasting for update requests
- Web publishing wizard for Internet/intranet publishing of reports
- Compliant with VIM and MAPI e-mail systems
- Primavera Post Office for team updating of assignments
- Cut and paste between Windows™ applications via Clipboard
- ODBC-compliant database
- Macros and Basic automation scripts
- Year 2000 compliant

Minimum Requirements

- Pentium PC
- Windows™ NT, 95, 98, 2000
- 16 MB RAM
- VGA or higher resolution monitor
- CD-ROM
- Hard disk with 40 MB free space

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