Seminars on Critical Path Method
and SureTrak, P3, Contractor or Microsoft Project

Dr. Newitt provides seminars and in-house training on the basics of CPM and/or training on how to use P3, SureTrak, Contractor, or Microsoft Project to help manage construction and engineering projects. He has provided a one day training program to literally hundreds of companies on the basics of Critical Path Method. This one day program has proven to be very valuable for companies to help train their superintendents and prime subcontractors on the basics of CPM in order to more effectively work as a team. There have been some subcontractors that have arraigned for this training to all the general contractors they work with in order to help the general contractors schedule. Owners of construction have also asked for the training in order to help the general and sub contractors to do a better job of managing their operations.

Many companies also need help in teaching their managers the various software programs. This generally requires a full two day training session on each software package.

The emphasis of the training is on how to better manage construction projects with the use of Critical Path Method (CPM) and the computer. The main focus is on how to manage and build quality projects on time and within budget. This training is designed specifically for construction project managers, field engineers, subcontractors, builders, supervisors, and owners representatives. Even though the seminar would be beneficial for manufacturing, software, marketing, or other general companies (and they are welcome), the examples and projects are construction specific.

Managers who haven’t had any previous experience with CPM or the software will find these seminars very enlightening. It has been our experience that even managers who are very familiar with CPM or the software still gain much from this training.

The focus is on methods that will help you gain and keep better control of your projects, thereby, improving your lifestyle and increasing profits. Attendees will be able to effectively create and update schedules, determine the effects of changes or delays, improve the on-site management, enhance control, improve productivity and teamwork, and basically control the project rather than allowing it to control you: moving from management by crisis, to management by objectives.

Many project managers have realized that as their superintendents learn these valuable management skills it empowers the superintendent, taking some of the pressure off of the project manager. These skills also improve communications to the total project team.

The seminars teach you how to setup the project and prepare the schedule for computer input. How to determine durations, create and use calendars, input resources, activity codes, and other activity information. The seminars provide training on how to setup layouts and reports.
organizing, sorting, selecting, updating, plotting, establishing target schedules, inserting graphics, printing reports, printing a series of reports, using fragnets, inserting graphics or logos, cash loading, and other features of managing projects with the use of the software. You will learn many shortcuts and time saving features in using the software.

Example Overview of the CPM & SureTrak Training Program

The overall emphasis is on using Critical Path Methods and the software to manage the project, rather than emphasizing only the software. The industry needs project managers and superintendents that know how to use the technology of today to manage the challenges of today.

1st Day

Why Schedule?
Basic Scheduling Systems
Fundamentals of the Critical Path Method (CPM)
How to Prepare & Analyze a Network
Using a Work Breakdown Structure
Developing Network Logic Diagrams
Time Saving Hints to Creating the Logic Diagrams
How to Make and Use the Schedule to Create Teamwork
Receiving Input from the Prime Subcontractors Involved
Determining Activity Durations
Calculating Early Start and Early Finish Times
Calculating Late Start and Late Finish Times
Determining Critical Activities
CPM Network Details
Evaluating the Real Effects of a Change
Types of Float; Total, Free, Independent, Shared, & Negative
Using the Different types of Float to Help Manage the Project
Lags; FS, SS, FF, SF - Which lag to use and when
Making Bar Charts from Networks
    Early Start or Late Start Bars - With Float or Without Float?
Updating the Schedule - How and When
Using the Schedule to Effectively Manage Resources such as Men, Equipment, & Money
Managing the Project with the Help of the CPM Information
Linear Scheduling Techniques
Summary and Conclusions

2nd and 3rd days
Overview of SureTrak
Starting a new project
Setting up Calendars
Setting up Activity Codes
Inputting Activity Data - the three primary methods of input
Assigning Predecessors - the four common methods
Lags - FS, SS, FF, SF – When and How to use Lags
Organizing the Schedule so that it communicates clearly and concisely
Grouping and Sorting the information so that it communicates
Filtering for just the information desired, simplifying the schedule
Changing the Time Scale to allow the schedule to be read without wasting several additional sheets of paper
Formatting Columns to enable the report to show desired information without unnecessary and confusing detail
Formatting the Bars to best show progress and potential problems - what data to include above, below, in front of, or behind the bars
Saving Layouts so you do not need to recreate the schedule presentation for each team member or report purpose - an enormous time saver
Generating Standard Reports - Bar Charts, Pure Logic Diagrams, Tabular Reports
  Project Manager’s Reports
  Sub’s Reports
  Superintendent’s Reports
  Owner’s Reports
  Procurement Reports - just in time delivery
Target or Baseline Schedules
Updating the Schedule to show actual progress and then making management decisions on how to get back on schedule or adjust the project completion date
Setting the Data Date
Adding Logos, Text, Drawings, or Clip Art, and logos from the internet
Creating a New Schedule based on an Old Schedule
Using Fragments to Quickly Make New Schedules
Resource Loading a Schedule to show manpower or cash requirements
Date Constraints; what are they and when should you use them
Float Constraints - when and how to use them
Creating Report Specifications that tie the filter and the layout together
Printing a Series of Reports
Importing a Schedule into a Word Processor or Spread Sheet
Major Time saving techniques
Playing “what if games” on the computer to help make management decisions
How to back up the schedule information for historical purposes
E-mailing a schedule