Training Course Information Form

Course Information

Course Name:	Project Management "Primavera" (C63)

Institute/Centre:	Port Training Institute	**Course Code:**
Type:	√ Program ❑ Course	❑ Workshop
Course Duration:	√5 Days ❑ 3 Days ❑ 1 Days	❑ Other
Course Conducted: **Course Venue:**	√Local Anywhere ❑International	Indicate: A.R.E
Course Language:	❑ English ❑ Arabic √ Both	❑ Other

Course Description

Course Outlines
1. Introduction to the Software.
2. Setting up Enterprise Project Structures.
3. Creating Projects within the Software.
4. Task Coordination and Assignment within Projects.
5. Task Relationships.
6. Resource Assignment.
7. Creating Schedules.
8. Building Dictionaries.
9. Constraints.
10. Project Data Updates.

Course Objectives:
- Providing trainees with the skills to create project schedules and how to track the timeline using Primavera software."

Course Includes: √ Theoretical ❑ Fire Training Module ❑ Laboratory
❑ Workshop ❑ Site Visit

Course Prerequisites: Not Required

Who Should Attend:
- Courses: Computer Operating System-Windows
- Departments: All relevant departments at container terminals.

No. of Participants/Course: √ 5-10 ❑10-15 ❑15-20 ❑ Other

Qualifications of Participants:
- At least Average: Intermediate Degree

No. of Lecturer: √ 1 ❑ 2 ❑ 5

No. of Assistance: ❑ 1 ❑ 2 ❑ 3

This form should be completed by the accountable who conduct courses inside or outside **A.R.E**

Course Facilities				
√ White Board	√ V. Projector	√ Data Show	√ PC	❑ Manual
❑ Books	√ Handouts	❑ Flip Charts	❑ S/W	❑ Other

Course Evaluation			
❑ Written Examination	❑ Written Report(s)	❑ Oral Presentation	√ Attendance
❑ Delegates Participation			

Certificate Issue:

❑ Local Premises	√ AASTMT	❑ International

Course Registration			
Registration:	√ Admission and Registration Department at the Port Training Institute Beside Gate No. 27 - Outside Customs Area, Alexandria Port	❑ Online	❑ Other
Documents Required:	√ Registration Form	√ ID/Passport Copy	√ Photo