

# Using Project and Resource Management with Clarity PPM



**Classroom Instructor Led Training (ILT), Online Virtual ILT, On-Demand Self Paced Training (SPT) CBT, and Virtual Learning Environment (VLE) Versions Available**

## Digital Celerity offers innovative training on all CA Clarity™ PPM modules and functionality

### INTENDED PARTICIPANTS

Using Project and Resource Management with Clarity PPM is designed for Project Managers, Resource Managers, and Project Management Office members that are relatively new to the use of Clarity PPM.

### COURSE GOALS

The goals of this course are to enable Clarity PPM to become the natural workspace for Project Managers and Resource Managers to be able to successfully complete projects in an efficient manner.

### COURSE PREREQUISITES

There are no prerequisites for this course.

### COURSE OBJECTIVES

The primary objectives of this course are:

- Provide basic Clarity PPM Navigation learning.
- Introduce Best Practice Project Management and Resource Management using the Clarity PPM application.
- Provide the gateway to the more mature project planning processes using assignment level task planning with effort ETCs.
- Build Best Practice project data that can be easily leveraged into powerful information throughout the Clarity application.
- Build high quality resource information to properly balance resource allocations within all the investment commitments.
- Understand time management using Clarity PPM Timesheets both as a timesheet submitter and a timesheet approver.

**For more information or to schedule a course email us at: [sales@digitalcelerity.com](mailto:sales@digitalcelerity.com) or (408) 812-9999**



*Sharing Knowledge, Exchanging Ideas, Building Community*

### COURSE DURATION

This course is the equivalent of a two day training class. It can be taken as a formal classroom training onsite or online, as on demand CBTs at your own pace, or as a Virtual Learning Environment (VLE) course that combines the CBTs with on line instructor training.

### MAXIMUM CLASS SIZE

Class size is limited to 15 participants with one Instructor.

### TRAINING SETUP REQUIREMENTS

- Windows XP or higher
- Internet Explorer 8 or higher
- Sun Java Runtime Environment (JRE).

### COURSE STYLE AND CONTENT

This course is available in the following delivery methods:

1. Classroom Instructor Led training (ILT)
2. Online ILT
3. Purchased CBTs on DVD
4. On Demand CBT on Digital Celerity LMS
5. Virtual Learning Environment that combines Online ILT with On-Demand CBT on Digital Celerity LMS

This course is designed to incorporate structured exercises for each subject. This provides participants the opportunity to practice what they learn and successfully apply best practice knowledge to real-world project plans and management.

# Using Project and Resource Management with Clarity PPM

## Course Curriculum

### **Topic 1: Introduction**

- Lesson 1: Purpose and Objective
- Lesson 2: Who Should Attend this Course?

### **Topic 2: Clarity Overview**

- Lesson 1: Common Features: Overview /Organizer Page
- Lesson 2: Common Features: Timesheets
- Lesson 3: Common Features: Reports and Portlets
- Exercises – Hands-on practices

### **Topic 3: Project Management Features**

- Lesson 1: Tour of the Project Management Module
- Lesson 2: Using the Project List Portlet
- Lesson 3: Creating New Projects
- Lesson 4: Monitoring and Controlling Projects
- Exercises – Hands-on practices

### **Topic 4: Resource Management Features**

- Lesson 1: Resource Management Definitions
- Lesson 2: Resource Manager and Project Manager Interfaces
- Lesson 3: Resource Management Process
- Lesson 4: Finding Resources
- Exercises – Hands-on practices

### **Topic 5: Working with Projects part 1**

- Lesson 1: Project Properties – working with Project Information
- Lesson 2: Project Risks/ Issues – working with Risks/Issues
- Lesson 3: Project Team – allocating Roles and Resources to Projects
- Exercises - Hands-on practices

### **Topic 6: Working with Projects part 2**

- Lesson 4: Project Tasks – working with the WBS
- Lesson 5: Project Tasks – working with Resource Assignments
- Exercises – Hands-on practices



**Topic 7: Staffing Projects**

Lesson 1: Resources and Project Staffing in Clarity  
Lesson 2: Baseline the Project  
Lesson 3: Staffing the Project  
Exercises – Hands-on practices

**Topic 8: Timesheets**

Lesson 1: Timesheet Submitter  
Lesson 2: Timesheet Approver  
Exercises – Hands-on practices

**Topic 9: Resource Planning**

Lesson 1: Key Resource Management issues  
Lesson 2: Resource Management Portlets  
Lesson 3: Configuring the Resource Workloads Portlet  
Lesson 4: Configuring the Project Team Detail Portlet  
Exercises – Hands-on practices

**Topic 10: Project Reporting**

Lesson 1: Dashboards  
Exercises – Hands-on practices

**DC Education Expert Services**

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