

Project Management with Clarity PPM Using Open Workbench

**Virtual Learning Environment (VLE)
Comprehensive Course by Digital Celerity**



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

INTENDED PARTICIPANTS

Project Management with CA Clarity PPM™ using Open Workbench –

This comprehensive course is designed for Project Managers who use Clarity PPM as their principal project management tool and leverage Open Workbench as their Clarity PPM scheduler to schedule and control projects and programs.

VIRTUAL LEARNING ENVIRONMENT (VLE) COURSE

This VLE course is a combination of **Online Instructor Led Training (ILT)** combined with **On-Demand Computer Based Training (CBT)** and integrates extensive **Clarity PPM & Open Workbench Exercises/Labs**.

THE VIRTUAL LEARNING ENVIRONMENT (VLE)

The VLE is comprised of 3 application components:

- 1) The Digital Celerity Learning Management System (LMS),
- 2) Adobe Connect for conducting the Online Instructor Led training and
- 3) The CA Clarity PPM & OWB applications.

Most of the off-line activity is performed in the LMS, which provides links to the course topic manuals, the Clarity PPM and Open Workbench topic CBT videos, and help documents such as quick references, and quizzes. The LMS also contains the exercises documents and files that will be performed on the Digital Celerity Clarity PPM system and in Open Workbench.

COURSE PREREQUISITES

This is an introductory course, though it is recommended that participants have some experience with managing projects, and building and maintaining projects schedules.



COURSE DURATION

This course is delivered over ten days, with 1 hour of Online Instructor Led Training (ILT) and 3 hours of off-line activity including: Viewing the course videos - CBTs, performing topic exercises, and taking Quizzes. With only one hour of online, Instructor led training during normal business hours, your project professionals can support their daily work activities with minimal or no impact.

This highly flexible format works exceptionally well for distributed teams and internationally based participants.

MAXIMUM CLASS SIZE

Class size is limited to 15 participants with one Instructor. Participants sign up for the course through Digital Celerity's Learning Management System (LMS).

TRAINING SETUP REQUIREMENTS

- Windows XP or higher
- Internet Explorer 8 or higher
- Client will be responsible for installing Open Workbench, Sun Java Runtime Environment (JRE).
- Training will utilize "standard" OWB with external project files (.rmp files) provided by Digital Celerity.

COURSE GOALS

To ensure knowledge is transferred to support using Clarity PPM as your primary project management tool and Open Workbench to perform detailed task scheduling and control to enable improve project performance

COURSE OBJECTIVES

Upon successful completion of the course, participants will be able to:

- Navigate Clarity.
- Learn to configure Clarity portlets for improved data display.
- Understand and utilize the various Clarity Project Management module components.
- Learn Resource Management concepts inherent in Clarity for improved staffing of projects.
- Learn to conduct Risk and Issues management using Clarity.
- Learn cost Budgeting and Forecasting leveraging the Clarity Resource Plan as basis.
- Learn concepts of Earned Value using Clarity for improved project control.
- Learn to add Roles and Resources to the Project Team using Clarity.
- Launch Open Workbench from Clarity.
- Edit the Work Breakdown Structure (WBS), define dependencies, and assign resources with estimates in Open WorkBench.
- Create a Project Schedule with Auto-schedule.
- Learn to Monitor and Control the Project Schedule on a weekly cycle.
- Develop customized views and highlights that allow you to more effectively read, analyze, and report project information.

DC Education Expert Services

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

Page down for detailed course curriculum

Sharing Knowledge, Exchanging Ideas, Building Community

COURSE STYLE AND CONTENT

This course is designed to incorporate collaborative demonstrations and discussions followed by 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.

ADVANTAGES OF THE VLE COURSE FORMAT

There are many advantages of Digital Celerity's Virtual Learning Environment (VLE) for course delivery over the more traditional approach, including **cost savings, productivity improvements** and more:

- ✓ With only 1 hour of training required during normal working hours, Project Managers can continue their project work without impact.
- ✓ The VLE eliminates travel costs for both instructors and class participants.
- ✓ For Asia/Pacific participants the 1 hour online class can be conducted late in the day (US Time).
- ✓ For EMEA participants the 1 hour online class can be conducted early in the day (US Time).
- ✓ Reduces training resources such as class training rooms and training servers without compromising training effectiveness.
- ✓ Takes full advantage of multiple learning techniques such as standard presentations, On-Demand CBTs, exercises/labs, and quiz's.
- ✓ Learning takes place at a measured pace under the watchful guidance of an experienced Clarity PPM /OWB expert training instructor.
- ✓ The VLE naturally supports distributed teams, and internationally based participants saving your organization significant time and money.
- ✓ Track student progress on Digital Celerity's Learning Management System (LMS)

Project Management with Clarity PPM Using Open Workbench Course Curriculum – VLE

Topic 1: 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
Learning Confirmation Quiz

Topic 2: Project Management Features

Learning Objectives:
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
Learning Confirmation Quiz

Topic 3: 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
Learning Confirmation Quiz

Topic 4: Working with Projects I

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 for Lessons - Hands-on practices
Learning Confirmation Quiz

Topic 5: Working with Projects II

Lesson 4: Project Tasks – working with the WBS
Lesson 5: Project Tasks – working with Resource Assignments
Exercises for Lessons – Hands-on practices
Learning Confirmation Quiz

Topic 6: OWB: Using Open Workbench

Lesson 1: Opening Open Workbench
Lesson 2: Navigating Open Workbench
Lesson 3: Working with Views
Lesson 4: Working with View Highlights
Lesson 5: Setting Workbench Options
Exercises – Hands-on practices
Learning Confirmation Quiz

Project Management with Clarity PPM Using Open Workbench

Course Curriculum – VLE

Topic 7: OWB: Work Breakdown Structure

Lesson 1: Project Properties in Open Workbench
Lesson 2: Modifying the Work Breakdown Structure Using Views
Lesson 3: Working with Task Properties
Exercises: Hands-on practices
Learning Confirmation Quiz

Topic 8: OWB: Task Dependencies

Lesson 1: Dependency Concept
Lesson 2: Dependency Types and Lag
Lesson 3: Creating Dependencies
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 9: OWB: Assigning Resources to Tasks

Lesson 1: Assigning Resources Using Views
Lesson 2: Assigning Resources Using Task Properties
Lesson 3: Releasing Resources from Tasks
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 10: OWB: Project Scheduling

Lesson 1: Factors Affecting Autoschedule
Lesson 2: The Critical Path
Lesson 3: Using Autoschedule
Lesson 4: Using Fixed and Variable Task Duration
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 11: OWB: Refining the Schedule

Lesson 1: Factors Affecting the Schedule
Lesson 2: Resource Loading Patterns
Lesson 3: Transferring Assignments between Resources
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 12: OWB: Staffing (named) Resources

Lesson 1: Staffing the Project
Exercises – No Exercise for this Module
Learning Confirmation Quiz

Topic 13: OWB: Baseline

Lesson 1: More about Autoschedule and 'Allocate from Estimates'
Lesson 2: Baselining the Project in OWB
Lesson 3: Reviewing the Baseline in Clarity
Exercises – Hands on practices
Learning Confirmation Quiz

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Topic 14: OWB: Monitoring and Control

Lesson 1: Monitoring and Controlling Projects
Lesson 2: The Weekly Review Process
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 15: Project Budgeting (Earned Value Management Optional)

Lesson 1: The Project Plan
Lesson 2: The Project Plan Charge Codes
Lesson 3: Labor Tasks and Resources
Lesson 4: Non-Labor Tasks and Resources
Exercises – Hands on practices

Topic 16: Project Budgeting (Earned Value Management Optional)

Lesson 1: Creating the Cost Plan
Lesson 2: Creating the Budget
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 17: Earned Value Management in Clarity

Lesson 1: EVM Concepts with Clarity
Lesson 2: EVM Definitions
Learning Confirmation Quiz

Topic 18: Earned Value Management Setup

Lesson 1: EVM Setup for Project use
Lesson 2: EVM Project Results
Learning Confirmation Quiz

Client Specific Content or Additional Digital Celerity Course

Topic 19: Client Specific Project Management 1

Topics /Lessons TBD by Client Need

Topic 20: Client Specific Project Management2

Topics /Lessons TBD by Client Need

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