

Project and Resource Management with Clarity™ PPM

Two Day Comprehensive

Learning



Instructor Led Training Version – Classroom or Online

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

INTENDED PARTICIPANTS

Project Analysis with Clarity PPM is designed for Project Managers, Project Management Office/PMO members and Resource Managers who leverage CA Clarity PPM to manage projects and resources, and schedule and control projects and programs.

COURSE GOALS

To ensure knowledge is effectively transferred to support best practice methods and use of Project and Resource Management with Clarity PPM while creating foundational information that can be leveraged throughout the Clarity PPM system. 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.

TRANSFORMATIONAL OBJECTIVES:

- Introduce Best Practice level Project Management and Resource Management using the Clarity PPM application
- Provide the gateway to Assignment level task planning using ETCs (Estimate to Completion)
- Build Best Practice project data that can be easily leveraged into powerful information throughout the Clarity PPM application
- Build high quality resource information to properly balance resource allocations within all the investment commitments

COURSE PREREQUISITES

This is a comprehensive introductory course however participants are expected to have a basic knowledge of Clarity PPM with a logon to the system and understanding of project management and resource management concepts.

COURSE AVAILABLE IN SELF-PACED, CBT FORMAT

For more information email us at: sales@digitalcelerity.com

COURSE DURATION

Two Day ILT. The class starts at 9:00 a.m. and finishes at approximately 4:30 p.m. with a break for lunch.

MAXIMUM CLASS SIZE

Class size is limited to 12 participants with one Instructor. Each participant should have their own workstation. Optional Instructor's assistant is available to accommodate up to 15 participants (additional cost applies).

TRAINING SETUP REQUIREMENTS

- All computers must meet the following minimum requirements: 1 GHz Pentium III with 512 MB Memory and 40 MB free space (for course files). Operating System must be Microsoft Windows 2000 Professional SP4, or Greater (Windows 7). Supported browsers include Internet Explorer and Firefox.
- Digital Celerity provides projects, OWB views & instructions for classroom setup.
- Client will be responsible for installing Open Workbench, or Microsoft Project, Sun Java Runtime Environment (JRE), and the Digital Celerity-supplied training files on each computer in the classroom at least one day prior to the start of class.

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 planning and management.

Project and Resource Management with Clarity PPM Course Curriculum

1 Module 1: Introduction

- 1.1 Purpose and Objective
- 1.2 Who Should Attend This Course
- 1.3 Course Preparation
- 1.4 Course Method of Instruction

Module 2: Clarity Overview

- 2.1 Common Features: Overview/Organizer Pages
- 2.2 Common Features: Timesheets
- 2.3 Common Features: Reports and Portlets
- Exercises /Workshop

2 Module 3: Project Management Features

- 3.1 Tour of the Project Management Module
- 3.2 Using the Projects List Portlet
- 3.3 Creating New Projects
- 3.4 Monitoring and Controlling Projects
- Exercises /Workshop

3 Module 4 – Resource Management Features

- 4.1 Key Resource Management Definitions
- 4.2 Interface between Resource Manager and Project Manager
- 4.3 Resource Management Process
- 4.4 Finding Resources
- Exercises /Workshop

4 Module 5: Working with Projects

- 5.1 Project Properties – Working with Project Information
- 5.2 Project Risks / Issues
- 5.3 Project Team
- Exercises /Workshop
- 5.4 Project Tasks - Working with the Work Breakdown Structure

5.5 Project Tasks – working with Resource Assignments

Exercises /Workshop

5 Module 6: Staffing Projects

6.1 Resources and Project Staffing in Clarity

6.2 Baselining the Project

6.3 Staffing the Project

Exercises /Workshop

6 Module 7: Resource Planning

7.1 Key Resource Management Issues

7.2 Resource Management Portlets

7.3 Configuring the Resource Workloads Portlet

7.4 Configuring the Project Team Detail Portlet

Exercises /Workshop

7 Module 8: Project Reporting

8.1 Project Reporting with the Project Dashboard

Exercises /Workshop

