

Project Management with Clarity PPM Using Microsoft Project

**Five (5) Day Virtual Learning Environment Comprehensive Course
by Digital Celerity**



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

INTENDED PARTICIPANTS

Project Management with Clarity PPM using Microsoft Project –
This comprehensive course is designed for Project Managers who use Clarity PPM as their principal project management tool and leverage Microsoft Project as their Clarity PPM scheduling tool to control and schedule projects and programs.

COURSE GOALS

To ensure knowledge is transferred to support using Clarity PPM as your primary project management tool and Microsoft Project to perform detailed task scheduling and control.

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 & MSP Lab Exercises**.

TWO VLE COURSE OPTIONS – STANDARD & CUSTOM TAILORED

The Project Management with Clarity PPM using Microsoft Project VLE course is available in two (2) versions. The standard (generic) Clarity PPM training version is **four days (32hrs)**, extended over an **eight day duration (8 half days)**. The custom tailored VLE version includes your company's unique Clarity PPM configuration and is **five days (40hrs)**, extended over a **ten day duration (10 half days or 20hrs)**, with the last day focusing on your organizations Clarity configuration.

THE Virtual Learning Environment (VLE)

The VLE is comprised of three (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 & MSP applications. The custom VLE version includes Digital Celerity's Clarity PPM & MSP training environment for the first eight (8) days & includes your organizations Clarity PPM configuration during the last two half-days

COURSE DURATION

This course is the equivalent of a five (5) day course spread over ten (10) half days or 20hrs. Two of the four daily hours is Instructor Led Online, and two hours are CBT based, offering student's flexibility and convenience. The CBTs may be accessed at any time. This highly flexible format works well for distributed teams and internationally based participants.

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 2 hours 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 2 hour online class can be led late in the day.
- For EMEA participants the 2 hour online class can be conducted early in the day.
- 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 /MSP expert training instructor.
- The VLE naturally supports distributed teams, and internationally based participants saving your organization significant time and money.

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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 OBJECTIVES

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

- Navigate Clarity PPM.
- Learn to configure the basic Clarity PPM portlets.
- Understand and utilize the various Clarity PPM Project Management module components.
- Understand and utilize the Resource Management concepts inherent in Clarity PPM.
- Learn to conduct Risk and Issues Management using Clarity.
- Learn Budgeting using Clarity PPM Resource Plan as basis.
- Learn to add Resources to the Project Team using Clarity.
- Launch Microsoft Project from Clarity PPM.
- Edit the Work Breakdown Structure (WBS), define dependencies, and assign Resources with estimates in Microsoft Project.
- Create a Project Schedule.
- Monitor and Control the Project Schedule.
- Develop Customized Views and highlights that allow you to more effectively Read, Analyze, and Report project information.



Sharing Knowledge, Exchanging Ideas, Building Community

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, MSP files & instructions for classroom setup.
- Client will be responsible for installing 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.
- Training will utilize “standard” MSP with external project files (.mpp files).

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 practices knowledge to real-world project plans and management with CA Clarity PPM™.

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) system.

DC Education Expert Services

For more information or to schedule a class, kindly contact us at: sales@digitalcelerity.com or call (408) 812-9999

Page down for detailed course curriculum

Project Management with Clarity PPM Using Microsoft Project 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 and 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 and 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 and Learning Confirmation Quiz

Topic 4: 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 for Lessons - Hands-on practices and Learning Confirmation Quiz

Topic 5: Working with Projects Part 2

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

Topic 6: MSP: Opening the Project Schedule

Lesson 1: Opening Microsoft Project Schedule from Clarity
Lesson 2: Opening Microsoft Project Schedule from MSP
Exercises – Hands-on practices and Learning Confirmation Quiz

MSP: Task Type

Lesson 1: Understanding Task Type
Lesson 2: Changing Task Type
Lesson 3: Estimating Task Duration
Exercises – Hands on practices and Learning Confirmation Quiz

Topic 9: MSP: Task Dependencies

Lesson 1: Understanding Dependency Type
Lesson 2: Using Lead Time or Lag Time
Lesson 3: Changing or Removing Links
Lesson 4: Reviewing Task Dependencies
Exercises – Hands on practices and Learning Confirmation Quiz

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Topic 10: MSP: Resource Assignments

Lesson 1: Assigning Resources
Lesson 2: Assigning Labor Resource to Tasks
Lesson 3: Translating Task Duration to Work Effort
Lesson 4: Making Changes to Resource Assignments
Lesson 5: Controlling Changes with Effort Driven Scheduling
Lesson 6: Resource Assignments and Work Contour
Exercises – Hands on practices and Learning Confirmation Quiz

Topic 11: MSP: Refining the Schedule

Lesson 1: Critical Path
Lesson 2: Slack Time and Critical Tasks
Lesson 3: Working with Schedule Date Constraints
Lesson 4: Review Schedule Assumptions
Lesson 5: Checking and Adjusting Date Constraints
Lesson 6: Checking and Adjusting Task Dependencies
Lesson 7: Checking and Adjusting Durations
Lesson 8: Revisiting Resource Settings
Lesson 9: Balancing Resource Workloads
Lesson 10: Viewing Resource Workloads
Lesson 11: Checking and Adjusting the Project Schedule
Lesson 12: Adjusting Resource Availability
Lesson 13: Adjusting Assignments
Lesson 14: Replacing Over-allocated Resources
Exercises – Hands on practices and Learning Confirmation Quiz

Topic 12: MSP: Baseline

Lesson 1: Saving a Baseline
Lesson 2: Reviewing Baseline Information
Lesson 3: Saving Additional Baselines
Lesson 4: Clearing a Baseline
Exercises – Hands on practices and Learning Confirmation Quiz

Topic 13: MSP: Project Execution and Control

Lesson 1: Updating Task Progress
Lesson 2: The Weekly Time Tracking Cycle
Lesson 3: Entering Actuals, Updating Data, and Submitting Timesheets
Lesson 4: Reviewing for Pending Actuals
Lesson 5: Reviewing and Approving Timesheets
Lesson 6: Posting the Time Period
Lesson 7: Accepting or Rejecting Pending Estimates
Lesson 8: Reschedule the Project
Exercises – Hands on practices
Learning Confirmation Quiz

Topic 14: MSP: Microsoft Project Wrap-up

Lesson 1: MSP Wrap-up
Exercises – No Exercise for this Module
Learning Confirmation Quiz

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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
Lesson 5: Creating the Cost Plan
Lesson 6: Creating the Budget
Exercises – Hands on Practices
Learning Confirmation Quiz

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

Client Specific Content for Custom Tailored Course Version

Topic 17: Client Specific Project Management 1

Topics /Lessons TBD by Client Need

Topic 18: Client Specific Project Management 2

Topics /Lessons TBD by Client Need

Topic 19: Client Specific Project Management 3

Topics /Lessons TBD by Client Need

Topic 20: Client Specific Project Management 4

Topics /Lessons TBD by Client Need

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