

Project Management with Clarity PPM Using Open Workbench

**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 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**.

TWO VLE COURSE OPTIONS

The Project Management with Clarity PPM using Open Workbench VLE course is available in two versions. The standard (generic) Clarity PPM training version is **four days (32hrs)**, extended over an **eight day duration (8 half days)**. The custom VLE version includes your company's unique Clarity PPM configuration & is **five days**, 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 & OWB applications. The custom VLE version includes Digital Celerity's Clarity PPM and OWB training environment for the first eight (8) days & includes your organizations Clarity PPM configuration for the last two (2) half-days.

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.

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 during your normal working hours or after. This highly flexible format works 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) system.

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, 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" OWB with external project files (.rmp files).

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.
- Learn to configure the basic Clarity portlets.
- Understand and utilize the various Clarity Project Management module components.
- Understand and utilize the Resource Management concepts inherent in Clarity.
- Learn to conduct Risk and Issues management using Clarity.
- Learn Budgeting using Clarity Resource Plan as basis.
- Learn concepts of Earned Value using Clarity.
- Learn to add 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 manually and with Auto-schedule
- Monitor and Control the Project Schedule.
- 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@digitalcelernity.com or call (408) 812-9999

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 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 conducted late in the day (US Time).
- For EMEA participants the 2 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.

Page down for detailed course curriculum

Sharing Knowledge, Exchanging Ideas, Building Community

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

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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
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

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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