

# Using Microsoft Project with CA Clarity™ PPM - 2 Day ILT



**Instructor Led Training (ILT), Online Virtual ILT & Self-Paced, Computer Based Training Versions by Digital Celerity LLC**

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

### INTENDED PARTICIPANTS

Using Microsoft Project with CA Clarity PPM is designed for Project Managers and Project Management Office members who will leverage Microsoft Project with Clarity PPM to schedule and control projects.

### COURSE GOALS

To effectively use CA Clarity with Microsoft Project to create, manage, and view project schedule information.

### COURSE PREREQUISITES

This is an advanced course in using Microsoft Project with CA Clarity PPM. To make the most of your time in this course, you should have practical experience in creating project schedules and executing projects using MSP. Completion of Digital Celerity's Projects and Resource Management with Clarity PPM Computer Based Training course is recommended.

### COURSE OBJECTIVES

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

- Add Resources to the Project Team using Clarity PPM.
- Launch Microsoft Project from Clarity PPM.
- Edit the Work Breakdown Structure (WBS) and define dependencies.
- Assign resources with estimates to tasks in Microsoft Project.
- Create a Project Schedule.
- Refine and balance the Project Schedule.
- Monitor and Control the Project Schedule.
- Build views that allow you to more effectively read, analyze, and report project information.

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

### 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 (class times may vary).

### MAXIMUM CLASS SIZE

Class size is limited to 10 - 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 with MS Windows 2000 Professional SP4, or Greater (Windows 7). Supported browsers include Internet Explorer and Firefox.
- Digital Celerity provides projects and instructions for classroom setup.
- Client will be responsible for installing MS Project, Sun Java Runtime Environment (JRE), and the Digital Celerity-supplied training files on each classroom computer 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. Participants will practice what they learn and apply their best practices knowledge to real-world project plans and management.

# Using Microsoft Project with Clarity PPM Course Curriculum

## **Topic 1: Introduction**

Lesson 1: Course Goals  
Lesson 2: Course Objectives  
Lesson 3: Course Prerequisites  
Lesson 2: Course Setup  
Exercises – Hands-on practices

## **Topic 2: Creating a Project Schedule**

Lesson 1: Initiating a Project in Clarity  
Lesson 2: Scheduling Properties  
Exercises – Hands-on practices

## **Topic 3: Building the Project Team**

Lesson 1: Team Building Methods  
Exercises – Hands-on practices

## **Topic 4: Opening the Project Schedule**

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

## **Topic 5: Work Breakdown Structure**

Lesson 1: Adding Tasks in MSP  
Lesson 2: Moving Tasks  
Lesson 3: Inserting Tasks  
Lesson 4: Deleting Tasks  
Exercises: Hands-on practices

## **Topic 6: Task Type**

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

## **Topic 7: 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

## **Topic 8: 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

## Using Microsoft Project with Clarity PPM Course Curriculum

### **Topic 9: 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

### **Topic 10: 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

### **Topic 11: 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

### **Topic 12: Responding to Schedule Changes**

- Lesson 1: Monitoring and Adjusting the Schedule
- Lesson 2: Monitoring Schedule Progress
- Lesson 3: Reviewing Overall Schedule Progress
- Lesson 4: Reviewing Schedule Variances
- Lesson 5: Reviewing the Critical Path
- Lesson 6: Reviewing Task Progress
- Lesson 7: Adjusting the Schedule
- Lesson 8: Monitoring and Adjusting Resource Workload
- Lesson 9: Reviewing Overall Work Totals
- Lesson 10: Reviewing Resource Allocations
- Lesson 11: Balancing the Resource Workload
- Exercises – Hands on practices
- Learning Confirmation Quiz
- Exercises – No Exercise for this Module
- Learning Confirmation Quiz