

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

COURSE GOALS

To provide a base competency in Open Workbench used in conjunction with Clarity PPM to ensure ability to support scheduling and analysis challenges with Open Workbench best practices.

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. Completion of Digital Celerity's Projects and Resource Management with Clarity PPM CBT is recommended.

COURSE OBJECTIVES

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

- Launch Open WorkBench from Clarity PPM.
- Edit the Work Breakdown Structure (WBS), define dependencies, and assign resources with estimates in Open WorkBench.
- Create a Project Schedule
- Use Autoschedule
- Refine the 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.

For more information or to schedule a course email or call at (408) 812-9999 | 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 10 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, 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 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.

Using Open WorkBench Course Curriculum

1 Introduction

- 1.1 Course Objectives

2 Projects in Clarity

- 2.1 Navigating Project Information in Clarity
- 2.2 Project Templates in Clarity
- 2.3 Project Scheduling Options in Clarity
- 2.4 Launching Open Workbench from Clarity

3 Project Staffing with Roles

- 3.1 Project Staffing Process in Clarity
- 3.2 Staffing Project Roles in Clarity

4 Using Open Workbench

- 4.1 Opening Open Workbench
- 4.2 Navigating Open Workbench
- 4.3 Working with Views
- 4.3 Working with Highlights
- 4.3 Setting Open Workbench Options

Exercises

5 Work Breakdown Structure

- 5.1 Project Properties in OWB
- 5.2 Modifying the Work Breakdown Structure using Views
- 5.3 Working with Task Properties

Exercises

6 Task Dependencies

- 6.1 Dependency Concept
- 6.2 Dependency Types and Lag
- 6.3 Creating Dependencies

Exercises

Using Open WorkBench Course Curriculum

7 Assigning Resources and Roles to Tasks

- 7.1 Assigning Resources Using Views
- 7.1 Assigning Resources Using Task Properties
- 7.1 Releasing Resources from Tasks

Exercises

8 Project Scheduling

- 8.1 Factors Affecting Autoschedule
- 8.2 The Critical Path
- 8.3 Using Autoschedule
- 8.4 Using Fixed and Variable Task Durations

Exercises

9 Refining the Schedule

- 9.1 Factors Affecting the Schedule
- 9.2 Resource Loading Patterns
- 9.3 Transferring Assignments Between Resources

Exercises

10 Staffing Resources

- 10.1 Staffing the Project with Resources

11 Baselining a Project

- 11.1 Baselining the Project in OWB
- 11.2 Reviewing the Baseline in Clarity

Exercises

12 Monitoring and Control

- 12.1 Monitoring and Controlling Projects
- 12.2 The Weekly Project Review

Exercises