

CA EDUCATION TRAINING CATALOG: CA CLARITY PPM V12

CA Clarity™ PPM Training Catalog

you can



What students are saying about CA Clarity Education...

This was my first experience in a virtual classroom, [The Instructor] did a great job keeping us involved all along the class and provided insightfull experience from his own work.

CA Clarity PPM v12 Configuration & Integration

“[The Instructor] was very informative and provided much needed Clarity training that was long overdue. I feel much better about fulfilling my role as a Clarity resource manager now.”

CA Clarity PPM v12 Resource Management 200

[The Instructor] is a great asset. If I'm offered another course, I'd prefer he taught it. Was here early every day, well prepared, patient with all participants in the class, and actually had unusual knowledge of how Clarity works-- particularly from a business use perspective. Absolutely wonderful resource. GREAT course.

CA Clarity PPM v12: Application Administration

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CA EDUCATION VALUE PROPOSITION

CA Education helps customers unify and simplify the management of IT, resulting in:

Improved Productivity

Do more in less time; maximize staff performance

Improved Service Availability

Less downtime; faster application, system and data recovery

Optimized Software

More value and functionality from existing software

Risk Mitigation

Reduce risk; meet company/industry/regulatory compliance requirements

CA Education Overview

CA Education's number-one priority is to help maximize your CA software investment. That is why we work with you to identify your educational needs, provide a range of flexible learning options, and outline an effective plan to meet your goals.

More than 30,000 people are trained annually by CA Education in many different languages from all over the world. Our training methods and tools are designed to help work teams be more productive in less time.

Our commitment to effective training is demonstrated in how we develop and deliver our curriculum. Our instructors average more than 20 years of industry experience, many of which they've devoted to CA products and technologies. Skilled professionals and top-ranked instructors work together to provide award-winning courses that speed up the learning process and deliver measurable results in productivity, service availability, software optimization and reduced costs.

Training Options

CA Education understands the critical impact that training can have on your business performance. Our experienced and certified professionals and education partners deliver a robust and flexible catalog of courses to align training to your CA technology investment.

Classroom Training

Learn from live experts and share best practices with instructors and peers in state-of-the-art CA Education learning centers. The personal, face-to-face interaction with instructors and peers gives students an open forum to ask questions and share rich tips and tricks. This rich learning solution can ensure the highest levels of competency and knowledge transfer. Instructor-led training classroom training is available at:

CA Learning Centers

Get away from your daily work by attending a class at a state-of-the-art CA Learning Center near you. This option provides a dedicated learning environment that eliminates any impact on your production workflow.

- Public Courses: Choose from a list of popular courses offered at CA Learning Centers
- Private Courses: Dedicated classes for often large customers at CA Learning Centers

On-Site

CA Education's on-site, instructor-led training accelerates the learning curve and boosts productivity. Our instructors teach courses that fit within your learning objectives and present the material in one or several scheduled courses on-site at your facility. On-site courses not only save travel time, but in many cases, students can directly apply the outcome of their hands-on exercises to actual tasks for or with their CA technology implementation.

Virtual Learning

CA Virtual Learning provides the same benefits of classroom instruction at your own desk without the time and expense of travel. CA Virtual Learning options include:

- CA VIRTUAL INSTRUCTOR LED TRAINING (VILT) CA Education certified instructors host the course using state-of-the-art tools over the internet. With your web browser you view the courseware material and whiteboard exercises while listening to and engaging with your instructor as well as with your student peers.
- CA VIRTUAL LAB (VL) Sharpen your skills in a fully functional, hands-on practice environment. Labs are available as a part of a Virtual Instructor Led course or purchasable in one business week increments where applicable.

Web-Based Training

CA Education also offers a number of courses that can be completed outside of the classroom. Our Web-Based Training courses are designed to be an effective self study course allowing you to stop and start the training at your convenience, allowing you to learn at your own pace. Coursework can be provided as a download or on a CD-ROM. Simply access the training online from your office or home, saving you travel time and expense.

BLENDED LEARNING

CA Education is dedicated to providing you with flexible learning options with optimal results. We blend instructor-led, virtual, and web-based course offerings to provide you with a complete learning solution that builds your competency with CA software. . We leverage skilled professionals to create blended learning paths that incorporate multiple learning options based on a common methodology. This ideal solution speeds the learning process, which translates to improvements in productivity, service availability, software optimization and return on investment.

CA Clarity™ Package Overview

CA Education recognizes the need for organizations to have flexibility in determining the amount, type and composition of their education offerings. To meet this need, we have built several education packages designed for On Demand, Hosting and On Premise organizations. The packages are available based on the Services Offering your organization is implementing – Rapid Implementation Services Offering (RISO) or Solution Implementation Services Offering (SISO). This approach also creates cost effective education solutions that enable the recommended amount of personnel in an organization to effectively use, administer and implement CA products and solutions.

The CA Clarity education packages create training plans by role to create a comprehensive level-set of knowledge within the organization. Further, there are additional courses to consider related to additional functionality that your organization may be utilizing. The idea is to help accelerate our customers overall time to value in the implementation and use of our products and solutions.

Understanding the Different Roles

Role based education has proven to be an effective model for training various levels of an organization. By delineating the levels of education within each role, we strive to ensure that an organization is receiving the appropriate level of training at the right time while still maintaining a cost-effective and efficient approach to imparting knowledge for an organization. The roles definitions are as follows:

Project Manager

Person responsible for coordinating and monitoring the implementation from initiation through delivery. Other role types in this category include but are not limited to project lead and team lead.

Business Lead/Analyst

Person responsible for overseeing the business resources (analysts, subject matter experts) and ensuring the business needs are represented throughout the implementation. Other role types in this category include but are not limited to business owner.

Financial Lead

Person responsible for overseeing the financial business resources (analysts, subject matter experts) and ensuring the financial business needs are represented throughout the implementation.

Application Administrator

Person responsible for implementing and the post go live day-to-day administrative aspects of the system such as maintaining and monitoring performance; security, error processing, workflow, testing; documenting procedures.

Installer

Person responsible for installing the Clarity system. This person may also be responsible for upgrades, migrations and maintenance. Other role types in this category include but are not limited to system administrator.

System Configurator

Person responsible for system integration and configuration. Other role types in this category include but are not limited to system administrator.

Reporting Analyst

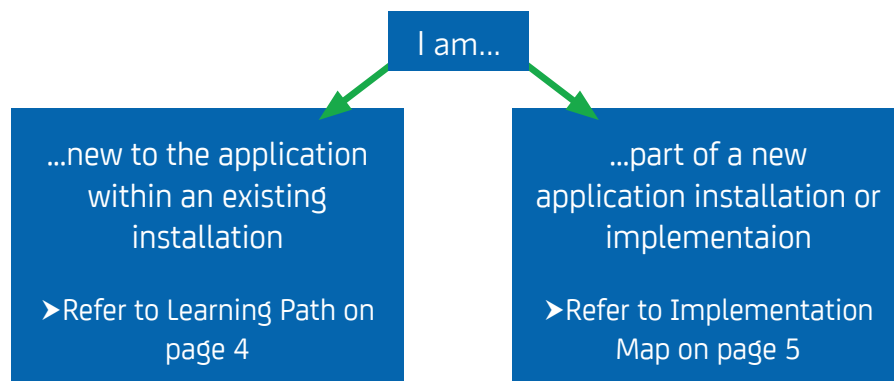
Person specializing in creating, running and maintaining for reporting analysis. Other role types in this category include but are not limited to reporting lead.

User

Persons responsible for using the product on a daily basis. Key responsibilities include using the product features to meet business needs. Other role types in this category include but are not limited to end-user.

When Do I Take Training?

Use the graphic below to help explain the best path of recommended training for your situation.



CA Clarity Learning Path

Recommended for New Users to an Existing Installation

The CA Clarity Learning Path below provides a holistic view of the available education by role. These role based paths are then combined into packages in order to provide the recommended depth and breadth of education for organizations of various sizes



*Recommended courses for implementing one of the CA Services Accelerators

CA Clarity PPM v12 Accelerator For Prince 2	CA Clarity PPM v12 Earned Value Manager	CA Clarity PPM v12 New Product Development	CA Clarity PPM v12 PPO Accelerator
07CLR21740 1 Hour	07CLR21730 2 Hours	07CLR22320 4 hours	08CLR20034 1 Hour

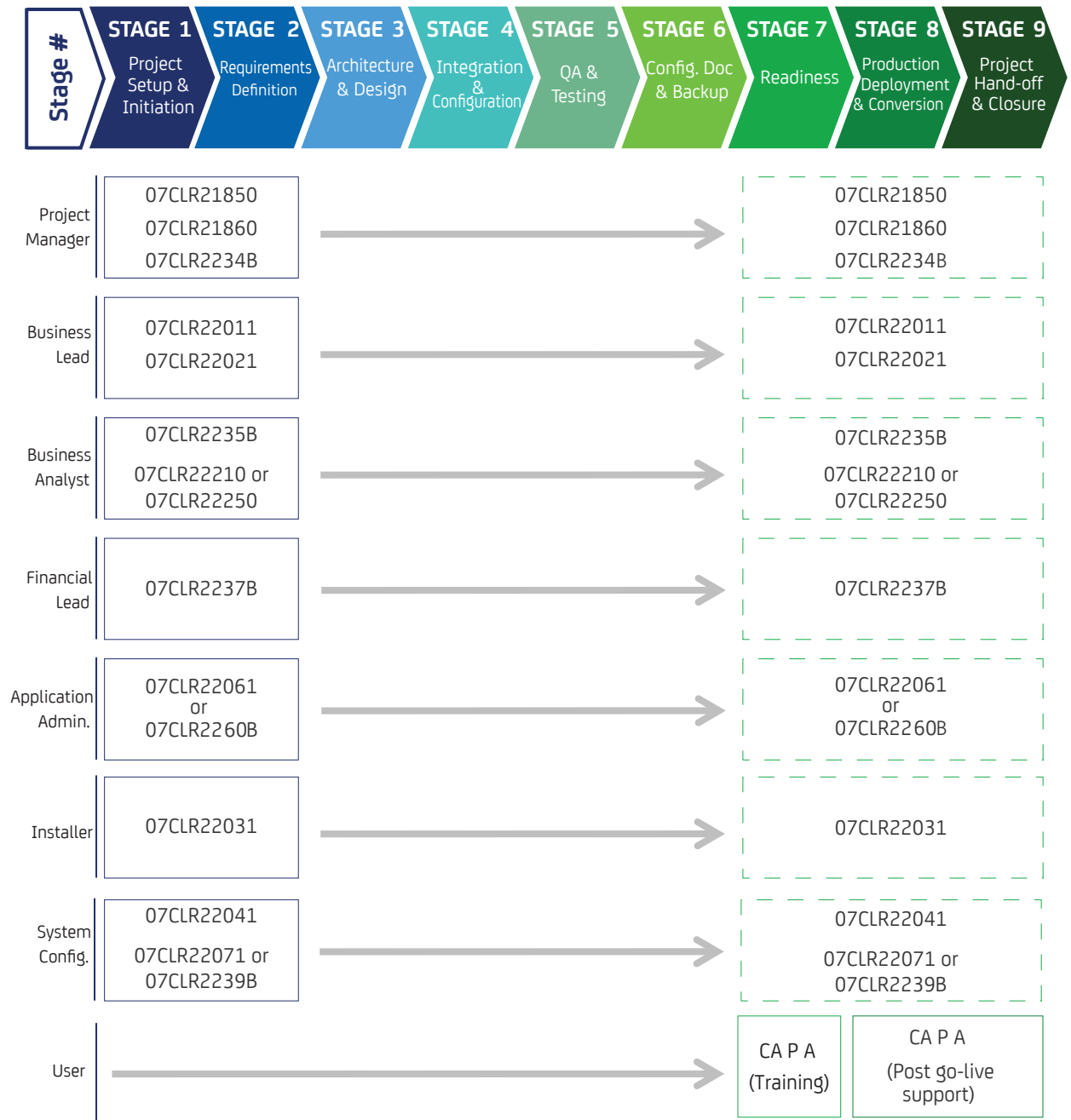
**For more information, please see page 7

Mapping Training During Implementation

Recommended for those who are part of a New Installation or Roll-out

The diagram below provides a view of the recommended role-based education that maps with the CA Services implementation methodology (nine stages of implementation). These role based paths are then combined into packages in order to provide the recommended depth and breadth of education for organizations of various sizes.

The course numbers listed below correspond with their recommended roles and the ideal stages to complete training. The solid boxes represent the ideal time to complete critical initial training for a successful implementation. Additional training can be taken throughout the implementation cycle. The dashed boxes represent recommended times additional training can be taken if needed after the initial training is completed.



Education Packages for Individuals

The matrix below illustrates the recommended level of education by each role for individuals. As a result, CA Education believes that an organization will obtain the quickest time to value with its product and solutions purchase by obtaining the appropriate level of education as described below.

CA Clarity v12 Courses	Project Lead	Business Lead SISO	Business Lead RISO	Installer	System Configurator	Application Administrator
07CLR21850 – CA Clarity PPM v12 Fundamentals	1					
07CLR21860 – CA Clarity PPM v12 Time Management	1					
07CLR2234B- CA Clarity™ PPM v12 Project, Portfolio and Resource Management Bundle	1					
07CLR22011 - CA Clarity™ PPM v12 Foundation I		1				
07CLR2235B - CA Clarity™ PPM v12 Core Team Bundle			1			
07CLR22031 - CA Clarity™ PPM v12 Installation				1		
07CLR22041 - CA Clarity™ PPM v12 Configuration and Integration					1	
07CLR2239B - CA Clarity™ PPM v12 Studio Bundle					1	
07CLR2260B -CA Clarity™ PPM v12 Administrative Bundle						1

Education Packages for Enterprises

The matrix below illustrates the recommended level of education by each role for organizations of various size and implementation levels. As a result, CA Education believes that an organization will obtain the quickest time to value with its product and solutions purchase by obtaining the appropriate level of education as described below.

Roles	On Demand RISO	On Demand SISO/Hosting	On Premise RISO	On Premise SISO
Project Lead		1		1
Business Lead	1	1	1	1
Installer			1	1
System Configurator		1		1
Application Administrator	1	1	1	1

Additional Courses To Consider

There may be additional functionality that is being implemented for your Clarity rollout so you may want to consider the following courses:

On Demand RISO or On Premise RISO

Business Lead: 07CLR22320 CA Clarity PPM v12 New Product Development
07CLR21740 CA Clarity PPM v12 Accelerator for Prince 2
07CLR21730 CA Clarity PPM v12 Earned Value Manager
08CLR20034 CA Clarity PPM v12 PPO Accelerator

On Demand SISO/Hosting or On Premise SISO

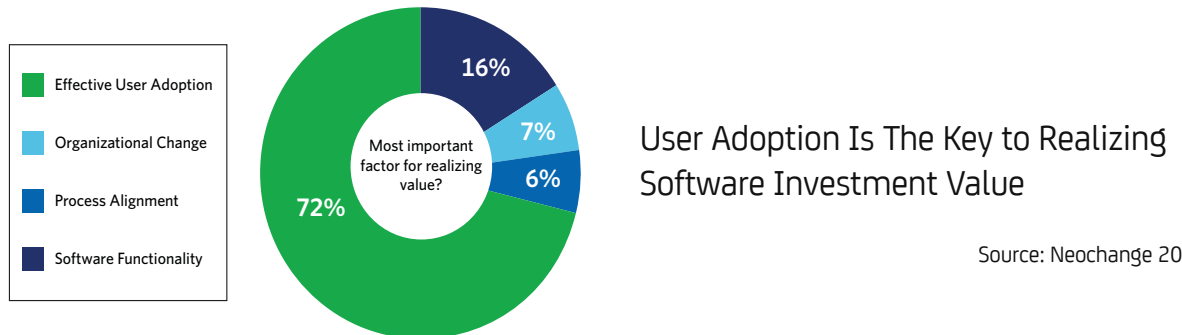
Business Lead: 07CLR22320 CA Clarity PPM v12 New Product Development
07CLR21740 CA Clarity PPM v12 Accelerator for Prince 2
07CLR21730 CA Clarity PPM v12 Earned Value Manager
08CLR20034 CA Clarity PPM v12 PPO Accelerator
07CLR22021 CA Clarity PPM v12 Foundation II
07CLR22250 CA Clarity PPM v12 Project Scheduling in Open Workbench
or
07CLR22210 CA Clarity PPM v12 Microsoft Project Integration

CA Productivity Accelerator for CA Clarity

** End User Role Training

Realize Benefits More Quickly with the CA Productivity Accelerator

The CA Productivity Accelerator is a unique, synchronized, customizable solution that helps you quickly create the critical documentation, training and support materials your organization needs to drive user productivity throughout the life cycle of your software.



Your end users play a key role in increasing the value of your enterprise applications. With the right set of skills, this group can have the confidence, knowledge and competency necessary to achieve long-term success. Properly trained users require less support and learn new tasks up to four times faster than untrained users.

Too often, effective training and support is hampered by the challenge inherent in creating and synchronizing documentation and training materials across multiple teams, locations and project phases. The Productivity Accelerator helps you overcome these obstacles by:

- Leveraging training, support documentation and delivery across the entire enterprise.
- Providing sophisticated content that can be modified and deployed without IT expertise.
- Offering multiple deployment options that are suited to varied organizational infrastructures.
- Increasing user acceptance, decreasing support costs and enhancing productivity.

Education Training Credits

By utilizing CA Education's Training Credits in the purchase of these education packages, your organization gains the flexibility to amend the composition of your education offerings in order to address a changing need or desire for the type of education provided.

Other Training Credit Benefits

- Discounts available off CA Education's list price with every education delivery transaction
- Dedicated CA Education Advisors assigned to work with your organization to determine your training needs and help design your delivery plan
- Individual or group skill assessments
- Balances can be used globally for any of our offerings
- One training credit = 1 unit of local currency

Other Payment Methods

CA Education offers a range of payment options and purchase plans. We accept the following payment methods:

- Credit Cards
- Checks
- Purchase Orders







Check with your local representative to see what payment methods are available in your region.

Course Overviews

Below you will find a list of the courses available for CA Clarity along with a brief description of the course. For a full description of these courses, please visit your regional Education section of ca.com.

Key to Training Methods Available:



CA Clarity™ PPM v12 Installation 200	07CLR22031
<p>The CA Clarity PPM v12 Installation course offers students an in-depth experience of all facets of installing CA Clarity Project and Portfolio Manager (CA Clarity PPM). The course will cover information on the architecture of CA Clarity PPM, upgrades, migrations, and initial performance tuning. This course includes lectures, demonstrations, and exercises to reinforce the content.</p> <p>This course also provides access to two Self Paced Training courses as prerequisites: CA Clarity PPM v12 Fundamentals and CA Clarity PPM v12 Time Management.</p>	   5 days
CA Clarity™ PPM v12 Configuration and Integration 200	07CLR22041
<p>The CA Clarity PPM™ v12: Configuration & Integration course offers students an in-depth experience configuring CA Clarity Project and Portfolio Manager (CA Clarity PPM). Instruction will focus on the configuration capabilities of the application to include XML Open Gateway (XOG), Web Service Definition Language (WSDL), and GEL scripting. This course includes lectures and exercises to reinforce the content.</p>	   4 days

CA Clarity™ PPM v12 Studio Configuration 200

07CLR22071

The CA Clarity PPM v12 Studio Configuration course is designed for the administrator who will use CA Clarity Studio to configure the CA Clarity Project & Portfolio Manager (CA Clarity PPM) application to meet the needs of the organization. Topics will include how to create and manage custom objects, build custom attributes and links, and manage the views that display these attributes. The student will be shown how to create portlets and pages in the CA Clarity application with CA Clarity Studio, build portlets using objects, write queries against the CA Clarity PPM database, create NSQL from SQL, build simple and complex portlets, define portlet pages, and alter the system using Menu Manager. Finally, the user will be shown how to create and manage models and partitions, how to partition lookups and attributes, how to determine what can and cannot be partitioned, as well as how partitions affect the end user. Students are provided with overviews, lectures, best practices, demonstrations, validation steps, troubleshooting techniques, and practical application labs.



5 days

CA Clarity™ PPM v12 Foundation I 200

07CLR22011

The CA Clarity PPM v12: Foundations I 200 course offers students an in-depth experience with CA Clarity Project & Portfolio Manager (CA Clarity PPM). CA Clarity PPM fundamentals will be covered, including the time management prerequisites. The course covers an overview of CA Clarity PPM, an overview of the architecture, and an introduction to security and project, investment, and resource management insight. Finally, this course will cover the scheduling tool and integration with Microsoft SharePoint. Students are provided with overviews, lectures, best practices, demonstrations, validation steps, troubleshooting techniques, and practical application labs.



5 days

This course also provides access to two Self Paced Training courses as prerequisites: CA Clarity PPM v12 Fundamentals and CA Clarity PPM v12 Time Management.

CA Clarity™ PPM v12 Foundation II 200

07CLR22021

The CA Clarity PPM v12: Foundations II 200 course is a continuation of the items outlined in Foundations I. The course offers students in-depth exposure to the various functions of CA Clarity Project and Portfolio Manager (PPM). The course will cover demand, investment, and portfolio management and includes lectures, demonstrations, and exercises to reinforce the content.



5 days

CA Clarity™ PPM v12 Application Administration 200

07CLR22061

The CA Clarity PPM v12 Application Administration course offers students an in-depth examination into the Administrative, Security and Process Management functions of CA Clarity Project & Portfolio Manager (CA Clarity PPM). The course covers the various aspects of processes, including the components, links and activations. The process engine will also be examined. In addition, security rights and groups will be examined as well as the functionality within the Application Administration tool. Students are provided with overviews, lectures, best practices, demonstrations, validation steps, troubleshooting techniques, and practical application labs.



5 days

CA Clarity PPM v12 Data & Reporting Foundation Bundle 200

07CLR2208B

The CA Clarity PPM v12 Data and Reporting Foundation Bundle is designed for those responsible for viewing, analyzing and reporting data in CA Clarity™. There are three courses included in this bundle:



3 days

CA Clarity PPM Managing Information Views (WBT)

This course is designed to provide your organization with the skills to effectively determine how to view, analyze, and update existing data in the CA Clarity PPM environment.

CA Clarity PPM Data Model, Datamart and Time Slices (ILT)

CA Clarity PPM is a highly rational database comprised of hundreds of tables. In this course you will be taught skills necessary to use the tables in the CA Clarity PPM Data Model, as well as how to administer and support the use of CA Clarity PPM Datamart and Time Slice.

CA Clarity PPM Report Planning and Deployment (ILT)

This course will teach the skills necessary to productively plan and deploy reports in the CA Clarity PPM environment. You will be taught how to modify Pre-Built Universes, create Custom Universes specific to your organization's reporting goals, engage Web Intelligence (WEBI) tools, create Crystal Reports, and deploy reports in CA Clarity PPM.

CA Clarity PPM v12 Overview 100

07CLR10040

Organizations struggle with fact-based investment decisions regarding the products, services and projects they deliver to internal and external clients. By providing a view of all delivery management information, CA Clarity Project and Portfolio Management (CA Clarity PPM) facilitates fact-based decision making and enables organizations to better align resources and investments with business goals. This training course provides an overview of business challenges and the features and functions of the CA Clarity PPM Capability Solution used to address these challenges. It also covers the PPM market drivers, the business value of deploying CA Clarity PPM, Best Practices for deploying CA Clarity PPM and a relevant case study.



4 hours

CA Clarity PPM v12 Project, Resource and Portfolio Management Bundle 200

07CLR2234B

The CA Clarity Project, Resource and Portfolio Management Bundle is designed for end-users who are responsible for managing projects, project resources and portfolios using CA Clarity PPM. The CA Clarity™ Project and Portfolio Management Bundle will cover material from the following individual courses:

[CA Clarity PPM v12 Project & Investment Management 200 \(07CLR22411\)](#)

The Project & Investment Management with CA Clarity course is directed toward any end user who will manage projects and investments in CA Clarity. This course teaches you how to define a project as well as non-project investment objects in the system. The course leads you through the building of a team, tasks, hierarchies and chargebacks. In addition, the course covers collaboration on a project, financial planning, audit trails and program management.

[CA Clarity PPM v12 Resource Management 200 \(07CLR22421\)](#)

The course will teach the student how to create and manage resource and role profiles as well as the data elements that can be captured. Once resources are created, the course covers both formal and informal staffing methods available in the tool, including the Resource Finder, Informal Staffing and Formal Requisitions.

[CA Clarity PPM v12 Portfolio Management 200 \(07CLR22471\)](#)

This course will teach students how to create and manage portfolios to group the investments in your organization. Once a portfolio is built, each student will create portfolio scenarios to analyze management options of the portfolio.



32 hours

CA Clarity™ PPM v12 Fundamentals 200 **07CLR21850**

CA Clarity Project & Portfolio Manager (CA Clarity PPM) is a highly configurable and modularized application designed to meet the needs of your organization by providing strategic business benefits. This course will help deepen your understanding of CA Clarity PPM by showing you its basic navigation and functionality. With CA Clarity PPM, you can organize projects, collaborate with shared project information, work with processes and ideas, configure links and searches, and run reports. This course also provides you with the training to manage CA Clarity PPM projects efficiently and effectively from start to finish.



2 hours

CA Clarity PPM v12 Time Management 200 **07CLR21860**

Project and Portfolio Management (PPM) processes and tools enable an organization to improve investment decision making, enhance productivity and efficiency, and quickly adapt to dynamic business conditions. CA Clarity™ Project & Portfolio Manager (CA Clarity PPM) brings you a complete solution for managing costs and revenues associated with all your strategic projects. Not only can you report on internal and external costs, but you can also increase cash flow and effectively manage your budget through real-time control of billing, invoicing, and chargeback allocations. This course is for the end user who will manage projects and investments using CA Clarity PPM. You will explore the Timesheet functionality in CA Clarity PPM and be shown how to enter, approve access, populate, save, and edit timesheets and review the approval process. In addition, you will see how CA Clarity PPM automates timesheet population by directly creating them from the project plans, which increases efficiency and productivity.

Also available as part of the CA Clarity Core Team Bundle.



1 hours

CA Clarity PPM v12 Application Administration 200 **07CLR21840**

This course is for those who will manage projects and investments using CA Clarity™ Project & Portfolio Manager (CA Clarity PPM). You will explore the application functionality in CA Clarity PPM and be shown how to organize resources and groups to suit your business needs. You will see how configuring different functions in CA Clarity PPM can properly align the solution to your business through customization of administrative settings. In addition, you will examine how project management settings can increase efficiency by reducing dependency on system administrator resources.

Also available as part of the CA Clarity Administrative Bundle.



2 hours

CA Clarity PPM v12 Requirements Planning 200 **07CLR21940**

For effective IT governance, you require a product that enables you to manage IT services, projects, people, and financial requirements. With CA Clarity PPM, you can make timely and informed decisions about IT services and projects, increase financial control of those projects, and improve resource usage and project delivery.

In this requirements planning course, you will be taught to effectively manage requirements, releases, and roadmaps using the requirements planning feature of CA Clarity PPM. This feature is designed to support customers in the very front end of the product development lifecycle—whether for a new product or an update to an existing product or IT service offering.



1 hour

CA Clarity PPM v12 Project & Investment Management: Create Projects and Investments 200 07CLR21870

CA Clarity™ Project & Portfolio Manager (CA Clarity PPM) helps you meet the ever-increasing demands of managing multiple investments. For project creation and investments, CA Clarity PPM helps you obtain greater IT efficiency through best practice project execution, resource optimization, and project cost management. You will be shown how to create new projects and investments in the systems that support multiple processes. You will also see how to create non-project investment objects (NPIOs) including ideas and services. After creating projects, you will be led through the process of modifying projects and implementing programs to better organize projects.

Also available as part of the CA Clarity Core Team Bundle.



1 hour

CA Clarity PPM v12 Project & Investment Management: Teams and Tasks 200 07CLR21880

This course builds on your knowledge of CA Clarity™ Project & Portfolio Manager (CA Clarity PPM) fundamentals and your ability to create projects and investments. People on your team execute project tasks and managing these resources effectively can define the success of your project. This course will guide you through the process of building and managing teams, creating and assigning tasks, and tracking the progress of an investment as tasks are completed. In addition, you will see how progress is analyzed and how to close and delete an investment upon completion.

Also available as part of the CA Clarity Core Team Bundle.



2 hours

CA Clarity PPM v12 Project & Investment Management: Financial Planning 200 07CLR21890

Part of managing any project is the financial planning and tracking of expenditure. With CA Clarity™ Project & Portfolio Manager (CA Clarity PPM), you can streamline tasks associated with financial management, which can help you drive down costs and generate more value. This course is designed to show you how to set up and process transactions with the financial module in CA Clarity PPM. You will see how to create cost and benefit plans and how to create detailed and quick budgets. You will examine day-to-day financial processing that will enable you to manage project financials with greater ease and accuracy.

Also available as part of the CA Clarity Core Team Bundle.



1 hour






CA Clarity PPM v12 Project & Investment Management: Additional Features 200 07CLR21900

This training course provides an overview of business challenges and the features and functions of CA Clarity™ Project & Portfolio Manager (CA Clarity PPM). You will be shown the features that enable collaboration on projects, enhancing the ability of team members to share information and improve project cohesiveness. Taking advantage of the full range of features in CA Clarity PPM will help you to efficiently perform project management tasks such as tracking processes, evaluating risks, creating change requests, and analyzing audit trails, giving you more time to attend to other project details.

Also available as part of the CA Clarity Core Team Bundle.



2 hours

<p>CA Clarity PPM v12 Project Scheduling in Open Workbench 200</p> <p>In this course, you will be taught how to create and manage your projects using the Open Workbench scheduling tool. You will cover the entire project creation process — defining the project, building the work breakdown structure, assigning resources and estimates, creating dependencies, and scheduling. You will also be taught how the actuals from CA Clarity PPM timesheets affect your project plans. The day-to-day management techniques for work plans, reporting options using views and highlights, and the integration of Open Workbench with the CA Clarity PPM application are also covered.</p>	<p>07CLR22250</p>  <p>8 hours</p>
<p>CA Clarity PPM v12 Microsoft® Project Integration 200</p> <p>In this course, you will be taught how to maintain your projects using CA Clarity PPM combined with Microsoft Project . You will look at the integration between CA Clarity PPM and Microsoft Project to examine how these two products work together in the integrated environment. You will be shown tips for converting legacy projects to CA Clarity PPM and helpful reminders when using the integration application. Knowledge of how to set up and manage projects in Microsoft Project is a prerequisite for this course.</p>	<p>07CLR22210</p>  <p>3 hours</p>
<p>CA Clarity PPM v12 Resource Management 200</p> <p>This course is for end-users who are responsible for creating or managing resources in the CA Clarity PPM application. This course will show you how to create and manage resource and role profiles. It includes a broad discussion on defining data elements and how to capture them. Once the resources are established, the staffing methods (formal and informal), Resource Finder and Resource Requisition tools will be demonstrated. In addition, there will be a review of the Allocations and Capacity Planning functionality. Also available as part of the CA Clarity Core Team Bundle</p>	<p>07CLR22200</p>  <p>2 hours</p>
<p>CA Clarity PPM v12 Financial Management: Setup 200</p> <p>The Financial Management Setup 200 course in CA Clarity PPM is designed to teach you how to design and set up Financial Management for your company.</p> <p>In today's business world, Financial Management provides answers to questions such as "How much did it cost to deliver this project?" It helps ensure that all labor, material, equipment and expense costs are captured and allocated to a project so they can be reported, analyzed, and billed, if appropriate. Financial Management helps financial managers understand cost and revenue data and implement appropriate actions.</p> <p>This course covers the setup of Financial Management including the Financial Organization Structure (FOS), financial setup of projects</p> <p>Also available as part of the CA Clarity Financials Management Bundle.</p>	<p>07CLR22090</p>  <p>4 hours</p>
<p>CA Clarity PPM v12 Financial Management: Data Processing 200</p> <p>The complicated and time-consuming task of reviewing financial data and transactions can slow a company down. Building on basic knowledge of CA Clarity Project and Investment Management and skills developed in CA Clarity PPM Financial Management Setup 200-level courses, this course is designed to teach you the skills necessary for processing financial transactions in CA Clarity PPM.</p>	<p>07CLR22100</p>  <p>2 hours</p>

CA Clarity PPM v12 Financial Management: Data Processing 200 Continued

Each module in this course focuses on a specific area of financial management. Starting with the basic task of entering a simple transaction, you will be taught to post and manage timesheets, post transactions to the Financial Management module and extract financial reports. With these reports, you will be able to review accurate financial data and transactions on-demand.

Also available as part of the CA Clarity Financials Management Bundle.

CA Clarity PPM v12 Financial Management: Internal Chargebacks 200

07CLR22110

The CA Clarity PPM v12 Financial Management Internal Chargebacks 200 course is designed to teach users how to process internal financial transactions through the internal Chargeback allocation functionality. Many problems can arise when Services are performed by a Department and the costs must be fairly allocated. Chargebacks enable organizations to distribute the costs of Investments to consumers, according to the allocation rules established for the Investment.



2 hours

This course will demonstrate how to define Chargebacks to meet the needs of the organization and how to then set up those defined Chargebacks in the system. After the Chargebacks are defined and established, the course will cover how to process Invoices and recovery statements as part of the Chargeback processing. The course will also cover the jobs and reports available to support Internal Chargebacks.

Also available as part of the CA Clarity Financials Management Bundle.

CA Clarity PPM v12 Financial Management: External Billing & Invoicing 200

07CLR22120

The CA Clarity PPM v12 Financial Management External Billing and Invoicing 200 course is designed to teach users how to process external financial transactions through the external billing and invoicing functionality. Without the use of CA Clarity PPM, recording the time and material of a service manually can be a long and time-consuming process.



2 hours

External billing and invoicing enables the collection of the information as soon as timesheets are entered, which increases the receivable cash flow. Providing a customer's invoices over a given year was a manual process that involved sending paper copies of invoice files.

The invoice functionality in CA Clarity PPM allows for a report to be run, printed, and saved digitally in a much shorter time frame. This course will demonstrate how to set up external billing, process invoices, create credit memos, and run reports associated with external billing.

Also available as part of the CA Clarity Financials Management Bundle.

CA Clarity PPM v12 Portfolio Management: Build a Portfolio 200

07CLR21920

The ability to balance an entire portfolio provides you with the tools to end inefficient projects and eliminate redundant efforts. You can prioritize projects and select only those that align most closely with corporate goals.



1 hour

(Continued on page 15)

CA Clarity PPM v12 Portfolio Management: Build a Portfolio 200 Continued

Managing an entire portfolio makes it possible for you to avoid inefficient Investments and redundant efforts. You can prioritize and select Investments that align most closely with corporate goals. CA Clarity Project & Portfolio Manager (CA Clarity PPM) enables you to scope, plan, limit, and distribute funds by thoroughly allocating money and time to high priority initiatives.

This feature enables you to create a detailed inventory of projects, programs, services, applications, assets, products, and other work and then add these investments and ideas to their portfolios. Within a portfolio, you can view and analyze each project and investment, apply different scenarios, create reports, and apply processes. The details of the portfolio include the Investment name, length, remaining life, estimated cost, business objective, number of users, and benefits.

Also available as part of the CA Clarity Core Team Bundle.

CA Clarity PPM v12 Portfolio Management: Analyze a Portfolio 200

07CLR21930

To provide advice on business process decisions, you need to be able to view Investments and determine the impact certain scenarios will have on them. This course will show you how to create and manage portfolios to group the Investments in your organization.

The Portfolio Management functionality within CA Clarity™ Project & Portfolio Manager (CA Clarity PPM) enables you to view and analyze collections of projects and other Investments as unique portfolios. It also enables you to conduct a more comprehensive level of analysis on organizational performance, by Investment, or on Investment performance, by organization.

Also available as part of the CA Clarity Core Team Bundle.



1 hour

CA Clarity PPM v12 Process Management: Create the Process 200

07CLR22130

When an organization has issues meeting deadlines and budgets, a process can be created to help ensure that these problems are resolved.

Process management in CA Clarity PPM uses defined workflows, so work is done automatically, thus decreasing the time-to-completion and increasing customer satisfaction. Processes can be used to manage the majority of the objects in the application. You can optimize process management by understanding each component of a process and how they interact.

Building on the fundamental skills of the basic functionality of and navigation within CA Clarity PPM, this course provides specific training on how to create a process using CA Clarity PPM. You will be taught about CA Clarity PPM Process Manager components, such as graphical workflow, role-based assignments, and phase-gated process support. Knowing how these components interact with each other will help you understand how you can manage business processes as a unified whole.

Also available as part of the CA Clarity Administrative & CA Clarity Process Mgmt. Bundles.



4 hours

CA Clarity PPM v12 Process Management: Build the Process Details 200

07CLR22140

When an organization has issues meeting deadlines and budgets, a process can be created to help ensure that these problems are resolved.

Process management in CA Clarity PPM uses defined workflows, so work is done automatically, thus decreasing the time-to-completion and increasing customer satisfaction.



4 hours

CA Clarity PPM v12 Portfolio Management: Build a Portfolio 200 Continued

Processes, consisting of a variety of components, can be used to manage the majority of the objects in the application. You can optimize process management by understanding each of these components and how they interact.

Building on the skills developed in the course CA Clarity PPM v12 Process Management: Create the Process 200, this course provides specific training on how to build the process details using CA Clarity. You will be taught to create automated processes, navigate to available processes, and control process management components. The ability to create your own processes will provide flexibility in meeting the business needs of your organization. Finally, you will be shown how to validate and finalize a process and grant the necessary security rights to users.

Also available as part of the CA Clarity Administrative & CA Clarity Process Mgmt Bundles.

CA Clarity PPM v12 Process Management: Manage a Process 200

07CLR22150

When an organization has difficulty meeting deadlines and budgets, a process can be built to resolve the issues. Managing the process and monitoring its status after it has been built can decrease issues and increase the likelihood that the needs of your business are met.



3 hours

Building on the fundamental skills of the basic functionality of and navigation within CA Clarity PPM and basic knowledge of workflows, this course provides training on how to manage workflows in your organization.

Specifically, you will be taught how to use the CA Clarity PPM Process Manager module to work with processes deployed by your CA Clarity PPM Administrator.

You will be taught about process terminology, on-demand start and automatic start processes, and object-specific processes. This knowledge will be useful in understanding how a process can be applied to solve a business problem.

Additionally, you will be taught about monitoring processes using various system tools, performing process error analyses, and resolving and fixing process errors. The ability to create, fix, and manage your own processes will provide you with additional flexibility in meeting the business needs of your organization.

Also available as part of the CA Clarity Administrative & CA Clarity Process Mgmt Bundles.

CA Clarity PPM v12 Studio: Using Objects, Attributes & Views 200

07CLR22160

When standard objects, attributes and views do not meet the specific requirements of an organization, the application can be difficult to use and navigate. With CA Clarity PPM, objects, attributes and views can be tailored to meet the needs of your business. Building on the fundamental skills of the basic functionality of and navigation within CA Clarity PPM, this course provides training for team members who will modify the CA Clarity PPM application using the Objects component of the CA Clarity PPM Studio.





3 hours


Users will be taught to create new objects and modify existing objects in the system. In addition, users will be taught to create new attributes using various data types, alter page layouts and configure filters and lists.

This training course provides an in-depth knowledge of the features and functionality of CA Clarity PPM Studio. The main topics of this course include how to create custom objects to help you represent data to meet your business needs and how to create links from the Object Link page which will enable you to navigate to another location and set up views in pages to enable users to filter information.

Also available as part of the CA Clarity Studio Bundle 200.

CA Clarity PPM v12 Studio: Configure Partitions 200	07CLR22170
<p>In CA Clarity PPM, certain items can be partitioned. By using partitions, you can control the data collected per investment and the subsequent use of that information.</p> <p>This course builds on the skills developed in CA Clarity™ PPM v12 Studio: Using Objects, Attributes, and Views 200. It covers the configuration of CA Clarity PPM using the partition component.</p> <p>In this course, you will be taught about the business rationale for using partitions, the differences between partitions and security and what can and cannot be partitioned.</p> <p>You will also be shown how to create and manage models and partitions as well as partition lookups and attributes and then deploy partitions as per specific user requirements. This practical approach will provide you with the skills needed to configure CA Clarity PPM Studio to collect and present important information such as data collected per investment and, subsequently, to enable users to do their jobs more efficiently and effectively.</p> <p>Also available as part of the CA Clarity Studio Bundle 200.</p>	 2 hours

CA Clarity™ PPM v12 Studio: Fundamental Portlet Creation 200	07CLR20090
<p>When users work within an environment that is not conducive to performing their jobs, or when navigation within that environment is not efficient, time and money is often wasted. CA Clarity portlets provide you with the ability to individualize your desktop to deliver value and productivity to enable you to meet the requirements of your job with greater efficiency.</p> <p>This course is designed to provide you with the necessary information to build CA Clarity Portlets, which use Base and Custom Objects as the data provider. You will learn how to define and create Graph and Grid portlets and determine how the data will appear. This knowledge will enable you to exploit the system data to supply CA Clarity users with real-time, on-screen data analysis.</p> <p>Also available as part of the CA Clarity Studio Bundle 200.</p>	 3 hours

CA Clarity™ PPM v12 Studio: Advanced Portlet Creation 200	07CLR22190
<p>When an organization needs to access data quickly and efficiently, it can use Niku Structured Query Language (NSQL) in CA Clarity Studio to easily create queries to extract CA Clarity PPM data and display it on grid and graph portlets.</p> <p>This course is designed to teach you how to use NSQL to create query-based portlets for use in the CA Clarity PPM system. You will be taught how to convert structured query language (SQL) queries into NSQL queries and build a portlet using NSQL. You will also review some NSQL constructs and see how they are used. This knowledge will help ensure that you are able to exploit the data within CA Clarity PPM to build the most appropriate portlets for system users.</p> <p>Also available as part of the CA Clarity Studio Bundle 200.</p>	 3 hours

CA Clarity PPM v12 Earned Value Manager 200

07CLR21730

This course is intended for use on contracts that have an American National Standards Institute/Electronic Industries Alliance (ANSI/EIA) 748 requirement to manage contracts using Earned Value Management. This course will show you how to use CA Clarity PPM Project & Portfolio Manager Earned Value Manager (CA Clarity PPM EVM) and provide you with an overview of the Earned Value methodology, instruction on installation of the accelerator, details on the functional essentials of using the content, as well as information on functional specifications.



2 hours

Earned Value Management is a project management technique that measures, in terms of dollars, accomplishment of work over time. In this course, you will examine how Earned Value Management uses three variables to calculate metrics: planned value (budget), earned value (performance), and actual costs (actual) in the current period, to date, and at completion. You will also see how Earned Value Management Systems (EVMS) are built around an interrelationship of people, processes, and tools that manage a baseline through project initiation, execution, monitoring and control, and close out.

CA Clarity PPM v12 Accelerator for Prince2 200

07CLR21740

Government agencies and private organizations are adopting the PRINCE2 Methodology, but are struggling to implement it in a timely and cost-effective manner. CA Clarity™ Project & Portfolio Manager Accelerator for PRINCE2™ (CA Clarity PPM Accelerator for PRINCE2) addresses these challenges with preconfigured content and workflows that help improve project management and project success rates. In this course, you will be provided with an overview of the CA Clarity PPM Accelerator for PRINCE2 domain and methodology. In addition, you will be shown how to manage projects using CA Clarity PPM Accelerator for PRINCE2, and how to extend its functionality. You will also see how to perform an installation of CA Clarity PPM Accelerator for PRINCE2.



1 hour

CA Clarity PPM v12 New Product Development 200

07CLR22320

Achieving a balance between resource capacity, project demand, new product development, and new product introduction is a significant issue in today's business environment as companies try to achieve the highest return on investment. CA Clarity Project & Portfolio Manager New Product Development Accelerator (CA Clarity PPM NPD Accelerator) enables you to meet these challenges by balancing all product development skills and resources across all product lines in all product lifecycle phases. This can optimize the strategic, financial, and operational impact of new product development projects.



4 hours

This course is for the professionals who are responsible for driving the process of innovation. It will show how to create and manage ideas and projects using new product development (NPD) processes. The course will cover the key functionality in CA Clarity PPM NPD Accelerator, including groups, processes, objects and attributes, portlets, and dashboards. There is base product functionality that is used, including cost plans, ideas, projects, products, and portfolios. Also, this course will show how to install and configure CA Clarity PPM NPD Accelerator.

CA Clarity PPM v12 Core Team Bundle 200**07CLR2235B**

This is a bundle of nine(9) CA Clarity classes. The following courses are included:



CA Clarity PPM v12 Fundamentals 200
07CLR21850 (2 Hours)

13 hours

CA Clarity PPM v12 Time Management 200
07CLR21860 (1 Hour)

CA Clarity PPM v12 Project & Investment Management: Create Projects & Investments 200
07CLR21870 (1 Hour)

CA Clarity PPM v12 Project & Investment Management: Teams and Tasks 200
07CLR21880 (2 Hours)

CA Clarity PPM v12 Project & Investment Management: Financial Planning 200
07CLR21890 (1 Hour)

CA Clarity PPM v12 Project & Investment Management: Additional Features 200
07CLR21900 (2 Hours)

CA Clarity PPM v12 Resource Management 200
07CLR22200 (2 Hours)

CA Clarity PPM v12 Portfolio Management: Build a Portfolio
07CLR21920 (1 Hour)

CA Clarity PPM v12 Portfolio Management: Analyze a Portfolio 200
07CLR21930 (1 Hour)

For additional information on this bundle, please see the individual course overviews.

CA Clarity PPM v12 Administrative Bundle 200**07CLR2260B**

This is a bundle of five (5) CA Clarity classes. The following courses are included:



CA Clarity PPM v12 Fundamentals 200
07CLR21850 (2 Hours)

15 hours

CA Clarity PPM v12 Application Administration 200
07CLR21840 (2 Hours)

CA Clarity PPM v12 Process Management - Create the Process 200
07CLR22130 (4 Hours)

CA Clarity PPM v12 Process Management - Build the Process Details 200
07CLR22140 (4 Hours)

CA Clarity PPM v12 Process Management - Manage a Process 200
07CLR22150 (3 Hours)

For additional information on this bundle, please see the individual course overviews.

CA Clarity PPM v12 Financials Management Bundle 200**07CLR2237B**

This is a bundle of four (4) CA Clarity classes. The following courses are included:

CA Clarity PPM v12 Financial Management Setup 200
07CLR22090 (4 hours)

CA Clarity PPM v12 Financial Management Data Processing 200
07CLR22100 (2 hours)

CA Clarity PPM v12 Financial Management Internal Chargebacks 200
07CLR22110 (2 hours)

CA Clarity PPM v12 Financial Management External Billing and Invoicing 200
07CLR22120 (2 hours)

For additional information on this bundle, please see the individual course overviews.



10 hours

CA Clarity PPM v12 Studio Bundle 200

07CLR2239B

This is a bundle of four (4) CA Clarity classes. The following courses are included:

CA Clarity PPM v12 Studio - Using Objects, Attributes, and Views 200
07CLR22160 (3 hours)

CA Clarity PPM v12 Studio - Configure Partitions 200
07CLR22170 (2 hours)

CA Clarity PPM v12 Studio - Fundamental Portlet Creation 200
07CLR20090 (3 hours)

CA Clarity PPM v12 Studio - Advanced Portlet Creation 200
07CLR22190 (3 hours)

For additional information on this bundle, please see the individual course overviews.



11 hours

CA Clarity PPM v12 Process Management Bundle 200

07CLR2238B

This is a bundle of three (3) CA Clarity classes. The following courses are included:

CA Clarity PPM v12 Process Management - Create the Process 200
07CLR22130 (4 Hours)

CA Clarity PPM v12 Process Management - Build the Process Details 200
07CLR22140 (4 Hours)

CA Clarity PPM v12 Process Management - Manage a Process 200
07CLR22150 (3 Hours)

For additional information on this bundle, please see the individual course overviews.



11 hours

CA PA for Clarity PPM v12: PMO Accelerator 200

08CLR20034

This CA PA content teaches students how to work with the new content provided by the PMO Accelerator for CA Clarity PPM. This includes the processes that manage idea approval and project creation, and the portlets and reports that enable users to view project data. This content is for the team that is responsible for managing project data from the initial idea through the approval and conversion to a project.

Although this content was built using a CA Clarity PPM v12.0.5 server, the content is also appropriate for users of CA Clarity r8.1.5 for which this accelerator is also available.



1 hour

To learn more about how CA Education is dedicated to providing you with flexible learning options based on your budget, travel and knowledge transfer requirements go to your regional Education section of [ca.com](https://www.ca.com).

