

CA PA for CA PPM 15.4: Base Content 200 Bundle



PRODUCT RELEASE

CA Clarity PPM 15.4

DURATION & COURSE CODE

- Eleven (11) Hours
- 33CLR2599B

INTENDED AUDIENCE

- Project Manager
- Resource Manager
- Demand Manager
- Executive
- Team Member
- Idea Requestor
- Administrator

Content Overview

Ensuring your implementation team has the knowledge to deploy and maintain your CA Project and Portfolio Management (PPM) application is important. You need a streamlined education solution that provides your team with the knowledge they need to be successful. Our experience in implementing our suite of CA PPM applications has provided us with an understanding of typical team roles and the knowledge needed for a successful implementation.

We have consolidated the CA Productivity Accelerator core content into one product. The details below provide a general overview of the focus of the training. The idea is to simplify the training to help you get the most from your CA PPM investment. This content is based on the classic CA PPM interface.

What Is Covered

- Navigate CA PPM
- Use the collaboration features of CA PPM
- Create, approve and manage timesheets
- Manage projects and other investments
- Manage resources and roles
- Create and manage ideas and incidents
- Create and analyze portfolios

Content Included

1 – Core Components	2 – Time Management
<ul style="list-style-type: none"> ▪ Performing basic navigation ▪ Creating a project for collaboration ▪ Managing project participants ▪ Working with action items ▪ Working with documents ▪ Working with discussions ▪ Starting a process ▪ Updating a process ▪ Creating ideas ▪ Approving and converting ideas ▪ Working with the organizer ▪ Running reports ▪ Configuring list page content ▪ Configuring list page format and filters ▪ Configuring the overview pages ▪ Configuring personal portlets and dashboards ▪ Configuring the Home page and account settings ▪ Configuring your Favorites menu 	<ul style="list-style-type: none"> ▪ Accessing your timesheets ▪ Adding time-entry rows ▪ Entering time ▪ Adding notes ▪ Submitting your timesheet ▪ Managing manual approvals ▪ Managing process-enabled approvals ▪ Correcting timesheet errors ▪ Configuring timesheets



Visit www.ca.com/education to explore the many course offerings, training options, and education solutions available to meet your skill development needs, budget, and travel requirements.

Content Included

3 – Project and Investment Management	4 – Resource Management
<ul style="list-style-type: none"> ▪ Creating a project ▪ Building projects using templates ▪ Accessing projects ▪ Creating charge codes ▪ Defining the WBS ▪ Creating dependencies ▪ Scheduling a project ▪ Adding staff to a project ▪ Assigning resources to tasks ▪ Replacing assignments ▪ Managing resource allocations ▪ Working with mixed allocations ▪ Managing collaboration data ▪ Risks, issues, and change requests ▪ Managing cost plans ▪ Managing benefit plans ▪ Approving budgets ▪ Baselineing the project ▪ Analyzing posted actuals ▪ Closing a project ▪ Examining portlets ▪ Managing multiple projects ▪ Non-project investments 	<ul style="list-style-type: none"> ▪ Accessing resource information ▪ Creating a resource ▪ Managing additional resource information ▪ Searching for resources ▪ Adding staff members to a project ▪ Managing allocations and estimates ▪ Managing the booking status ▪ Replacing staff members using the Resource Finder ▪ Examining the Resource Planning portlets ▪ Creating requisitions in a project ▪ Managing requisitions ▪ Capacity Planning portlets and scenarios



Visit www.ca.com/education to explore the many course offerings, training options, and education solutions available to meet your skill development needs, budget, and travel requirements.

Content Included

5 – Demand Management	6 – Portfolio Management
<ul style="list-style-type: none"> ▪ Creating ideas ▪ Managing ideas ▪ Managing cost plans ▪ Managing benefit plans ▪ Approving budgets ▪ Submitting ideas for review ▪ Creating incidents ▪ Managing incidents ▪ Converting incidents to tasks or projects 	<ul style="list-style-type: none"> ▪ Creating portfolios ▪ Adding content ▪ Reviewing the Waterlines page ▪ Creating plans ▪ Reviewing the PMO Portfolio portlets ▪ Reviewing the Portfolio Dashboard portlets



Visit www.ca.com/education to explore the many course offerings, training options, and education solutions available to meet your skill development needs, budget, and travel requirements.