

CA PA for CA PPM 15.x: Project Scheduling with Open Workbench 200



PRODUCT RELEASE

CA PPM 15.1 and 15.2
Open Workbench 2.1

DURATION & COURSE CODE

- Three (3) Hours
- 33CLR25754

PREREQUISITES

- CA PA for CA PPM 15.3: Core Components 200
Course Code: 33CLR25674
Two (2) hours

INTENDED AUDIENCE

- IT Manager
- Program Management Office
- Project Manager

Content Overview

This content is designed to teach project managers how to create and manage their projects using the Open Workbench scheduling tool which is an open source desktop project scheduling application used by project and resource managers worldwide. This course will cover the project creation process, defining the project, building the work breakdown structure, assigning resources, and creating dependencies, defining estimates, and scheduling details.

You will also be taught the day-to-day management techniques for work plans, reporting options using views and highlights, and the integration of Open Workbench with the CA Project & Portfolio Manager (CA PPM) application. This training is also valid for CA PPM 15.3 and CA PPM 15.4.

What Is Covered

- Use Open Workbench, to help manage projects from start to finish
- Build a work breakdown structure
- Allocate resources to the project and assign resources to tasks
- Develop task estimates for resources
- Create dependencies between tasks and milestones
- Develop and refine a project schedule
- Build views and highlights to manage the work
- Review timesheet data and project progress

Lessons Included

1 – Open Workbench Overview <ul style="list-style-type: none"> ▪ Install Open Workbench ▪ Navigate in Open Workbench ▪ Examine system setting ▪ Reference information 	2 – File Management <ul style="list-style-type: none"> ▪ Open projects from CA PPM ▪ Open projects from Open Workbench ▪ Examine file locks ▪ Save a project back to CA PPM ▪ Create a new project in Open Workbench ▪ Save a CA PPM project to a file
3 – Build the Project <ul style="list-style-type: none"> ▪ Create the WBS list ▪ Define the WBS levels ▪ Examine additional WBS information ▪ Modify WBS items ▪ Copy and paste from another project ▪ Run Quick Search 	4 – Dependencies <ul style="list-style-type: none"> ▪ Analyze dependency types ▪ Analyze dependency default settings ▪ Add dependencies on the Gantt Chart ▪ Add dependencies on a spreadsheet view ▪ Add dependencies on the CPM Network view ▪ Add dependencies in the Task Properties dialog ▪ Analyze dependencies ▪ Delete dependencies ▪ Create an external dependency ▪ Manage external dependencies
5 – The Project Team <ul style="list-style-type: none"> ▪ Set project Cost data ▪ Add resources to the project ▪ Assign resources to tasks using a view ▪ Assign resources to tasks using the Task Properties dialog ▪ Automated calculation of assignment ETC ▪ Examine resourcing rules ▪ Examine resource calendars 	6 – Schedule Constraints <ul style="list-style-type: none"> ▪ Examine fixed duration ▪ Examine the Lock for Scheduling? ▪ Examine priority ▪ Examine loading patterns ▪ Examine date constraints

Lessons Included

<p>7 – Create a Schedule</p> <ul style="list-style-type: none"> ▪ Schedule manually using Recalculate ▪ Schedule manually using Critical Path ▪ Schedule automatically using Autoschedule ▪ Run a selective Autoschedule ▪ Examine Autoschedule settings 	<p>8 – Views and Highlights</p> <ul style="list-style-type: none"> ▪ Navigate to different views ▪ Examine the View Layout page ▪ Modify views ▪ Create a view ▪ Format data fields ▪ Save a view ▪ Examine the view library ▪ View filters ▪ View levels of analysis ▪ Examine additional view information ▪ Examine highlights ▪ Manage highlights
<p>9 – Refining the Project</p> <ul style="list-style-type: none"> ▪ Transfer assignments ▪ Set a baseline ▪ Examine multiple baselines ▪ Examine baseline data in CA PPM 	<p>10 – Control the Project</p> <ul style="list-style-type: none"> ▪ Review the Timesheets page ▪ Analyze timesheet data in Open Workbench ▪ Examine project progress ▪ Examine pending values and update task status



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