

CA PA for CA PPM 15.5: Time Management 200

SUPPORTED PRODUCT RELEASE(S)

CA Productivity Accelerator for CA PPM 15.5

CONTENT DURATION & CODE

- One (1) Hours
- 33CLR26314

PREREQUISITES

- CA PA for CA PPM 15.5: Core Components 200, Two (2) Hours, 33CLR26304

INTENDED AUDIENCE

- Business Analyst
- Business End User
- Business Team Member
- IT Manager
- Key Resource or Stakeholder
- Process Manager
- Project Management Office
- Project Sponsor
- Project Manager

Overview

The time management functionality of CA Project and Portfolio Management (CA PPM) provides your organization with a solution that helps ensure your timekeeping records are accurate and align with project tasks. The real-time view of time data provided for your project managers helps ensure they have the information they need to effectively perform their jobs.

This content is designed for project team members and managers. All aspects of timesheet-related functionality are explored. Procedures relating to submission of a timesheet are demonstrated, including how to access, populate, save, submit, and make required changes. Procedures relating to review and approval of submitted timesheets are also demonstrated. This content is based on the classic CA PPM interface.

What is Covered

- Access timesheets and perform all actions necessary to record time to the appropriate investments, such as project tasks and indirect entries like personal holidays, to help ensure project managers have up-to-date information on their investments.
- Review and approve time entered on a timesheet to help ensure project data is accurate.
- Create notes on a timesheet to help explain time entries to approvers.
- Save and print a timesheet to make access easy whether you have access to the application or not.
- Correct timesheet errors to help keep investment data accurate.
- Configure a timesheet to meet your individual needs.

Lessons Included

Module 1: Using the Home Menu and Toolbar

- Access timesheets using the Home menu
- Access your current timesheet using the toolbar

Module 2: Adding Time-entry Rows

- Populate your timesheet
- Add an existing project task row
- Add an unplanned task row
- Add a non-project investment row
- Add an indirect row
- Add an incident row
- Remove a timesheet row

Module 3: Entering Time

- Print your timesheet
- Enter time
- Change an ETC value
- Enter split time

Module 4: Adding Notes

- Add a note for a time entry
- Add a note to a timesheet

Module 5: Submitting Your Timesheet

- Submit your timesheet
- Return your submitted timesheet

Module 6: Managing Manual Approvals

- Approve a timesheet
- Filter the approver timesheet page
- Return a timesheet as an approver
- Correct a timesheet as an approver

Module 7: Managing Process-enabled Approvals

- Initiate the Timesheet Approval process
- Approve a timesheet using a process
- Examine the Timesheet Overview page

Module 8: Correcting Timesheet Errors

- Modify a submitted timesheet
- Modify an approved timesheet
- Modify a posted timesheet

Module 9: Timesheet Configuration: Configuring Timesheet

- Add a column to the timesheet
- Change the sort order of time entry rows
- Change time entry options

Resources

Communities

<https://communities.ca.com/community/ca-ppm>

Learning Path

<http://www.ca.com/us/education-training/learning-paths.html>

Documentation

<https://docops.ca.com/ppmop> - for On Premise customers

<https://docops.ca.com/ppmod> - for SaaS / On Demand customers

Product Information

<https://www.ca.com/us/products/ca-project-portfolio-management.html?intcmp=headernav>

<https://www.ca.com/us/education-training/ca-productivity-accelerator.html?intcmp=headernav>