CA PRODUCTIVITY ACCELERATOR CONTENT DESCRIPTION

OnDemand CA PPM 14.4: Project Scheduling with OWB 2.1 200

PRODUCT RELEASE

CA PPM 14.4

Open Workbench 2.1

COURSE TYPE, LENGTH & CODE

- Web Based Training (WBT)
- Three (3) Hours
- 33CLR23990

PREREQUISITES

- Good working knowledge of project and resource management in CA PPM

Content Overview

With corporate priorities continually evolving due to rapidly changing market conditions, strategic project management becomes daunting. With CA Project & Portfolio Manager (CA PPM) 14.4 integrated with Open Workbench (OWB), you get the combination of ease of use of Open Workbench and the extensive enterprise data storage and reporting capacity of CA PPM. This integration enables you to better forecast and plan the cost of projects, gain visibility into the demand for labor resources, and control the completion of tasks and project deliverables.

This course is designed to teach project managers and other project team members how to create and manage their projects using CA PPM with Open Workbench. Setting up projects, tasks, and resources in an integrated environment with day-to-day management techniques for work plans is the key focus. CA PPM integrated with Open Workbench can help you drive strategic initiatives across your entire enterprise by managing your dynamic business requirements, complex projects, global resources, and limited budgets. This training is based on CA PPM classic interface.

What You Will Learn

- Install Open Workbench and the integration between OWB and CA PPM
- 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

WHO SHOULD ATTEND

- IT Manager
- Project Management Office
- Project Manager

For Managers

Open Workbench is an open source desktop project scheduling application used by project and resource managers worldwide.

This content is designed for project managers who will manage project plans using Open Workbench. Students will be shown how to assign and analyze the estimated hours, cost, and schedule for the life of the project. They will also be shown how the actuals from CA PPM timesheets affect project plans. Understanding the day-to-day management techniques for a project can help ensure they are managed appropriately in budget, scope, and schedule constraints.

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Course Agenda

1 – Open Workbench Overview	2 – File Management
▪ Install Open Workbench ▪ Navigate in Open Workbench ▪ Examine system settings	▪ 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	**4 – Dependencies**
▪ Create the WBS list ▪ Define the WBS levels ▪ Examine additional WBS information ▪ Modify WBS items ▪ Copy and paste from another project ▪ Run Quick Search	▪ 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

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Course Agenda Continued

5 – The Project Team

- 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
- Examine resourcing rules
- Examine resource calendars

6 – Schedule Constraints

- Examine fixed duration
- Examine the Lock for Scheduling?
- Examine priority
- Examine loading patterns
- Examine date constraints

7 – Create a Schedule

- Schedule manually using Recalculate
- Schedule manually using Critical Path
- Schedule automatically using Autoschedule
- Run a selective Autoschedule
- Examine Autoschedule settings

8 – Views and Highlights

- 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

9 – Refining the Project

- Transfer assignments
- Set a baseline
- Examine multiple baselines
- Examine baseline data in CA PPM

10 – Control the Project

- Review the Timesheets page
- Analyze timesheet data in Open Workbench
- Examine project progress
- Examine pending values and update task status

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