

OnDemand CA PPM 15.1: New UX for Adaptive Project Manager and Time Management 200



PRODUCT RELEASE

CA PPM 15.1

Course Overview

Project confidence is mission critical in today's application economy. The New User Experience (New UX) for CA Project and Portfolio Manager 15.1 (CA PPM 15.1) provides you with a convenient, simple, and easy way to keep your entire team informed and connected, and simplified collaboration throughout the entire project life cycle.

COURSE TYPE, LENGTH & CODE

- Web Based Training (WBT)
- One (1) hour
- Course Code: 33CLR24750

PREREQUISITES

- Knowledge of accessing web-based information

WHO SHOULD ATTEND

- Project Manager
- Program Office Manager
- IT Services Manager
- Business Analyst
- Application Administrator
- Financial Administrator
- Data Administrator
- System Administrator

What You Will Learn

- Access and navigate the New UX interface
- Create and manage a project, with a team and tasks
- Collaborate using conversations
- Create and review a status report
- Manage timesheet submission, approval and adjustment

For Managers

The New UX engages your team and becomes an intuitive and natural extension for how they work. Management does not want any surprises and needs the data to tell an accurate story so that it can be trusted to make sound business decisions.

This content demonstrates how to use the New UX from the perspective of:

- An adaptive project manager, who creates projects from templates, establishes the project team, and reports on the project status
- A team member, who helps to define the tasks and assignments, and books work on timesheets
- A timesheet approver, who reviews and approves timesheets

Course Agenda

1 – Navigate the New UX <ul style="list-style-type: none">▪ Log in and navigate the New UX Access the Classic CA PPM interface	2 – Manage Projects <ul style="list-style-type: none">▪ Create a project▪ Manage the project team▪ Add tasks to a project▪ Assign team members to tasks▪ Assign ETC to tasks
3 – Communicate with the Project Team <ul style="list-style-type: none">▪ Manage Conversations	4 – Manage Project Status Reports <ul style="list-style-type: none">▪ Create, updates, and review status reports▪ Finalize status reports in Classic CA PPM
5 – Work on Projects <ul style="list-style-type: none">▪ Manage tasks and assignments▪ Review status reports	6 – Manage Timesheets <ul style="list-style-type: none">▪ Create a timesheet▪ Add time entries to a timesheet▪ Book time on a timesheet▪ Add notes in a timesheet▪ Submit and return a timesheet
7 – Review and Approve Timesheets <ul style="list-style-type: none">▪ Manage the Review & Approve page▪ Approve/return timesheets▪ Process-driven timesheet approval	8 – Adjust Posted Timesheets <ul style="list-style-type: none">▪ Adjust a timesheet



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