

CA PPM Education

CA PPM with Microsoft Project

PPM EDUCATION COURSE DESCRIPTION



ABSTRACT

These sessions will be an opportunity for your organization to utilize Microsoft Project with CA PPM to build accurate and effective project schedules.

The agenda is organized into a logical sequence of modules designed to incrementally build and analyze a project schedule in Microsoft Project and effectively synchronize the project schedule with CA PPM.

OBJECTIVES

This course enables CA PPM end users to effectively use Microsoft Project with CA PPM to create, manage and view project schedule information.

The objectives of this course are to:

- Launch Microsoft Project from CA PPM
- Define Work Breakdown Structure (WBS) tasks and milestone dependencies.
- Assign resources to tasks with work effort estimates.
- Create and manage a project schedule.

KEY TAKE AWAYS

The key benefits provided to you through this training course are:

- Consistent and repeatable scheduling processes
- Utilize the strengths of MS Project and CA PPM to create flexible and robust process
- Optimize the synchronization between MS Project and CA PPM to be accurate and effective.



COURSE CODE

EXCERS201601

PREREQUISITES

The pre-requisites for effective attendance on this course are:
Basic Microsoft Project course

COURSE PRESENTED BY:



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TOPICS

Introduction and Configuration

- Introduction
- Configuring MSP for Use with Clarity

Creating a Project Schedule

- Initiating a Project in CA PPM

Building the Project Team

- Building The Project Team
- Team building methods

Opening the Project Schedule

- Opening Microsoft Project Schedule from CA PPM
- Opening Microsoft Project Schedule from MSP

Work Breakdown Structure

- WBS and Scheduling Considerations
- Adding, Changing, and Deleting tasks

MSP Task Type

- Understanding MSP Task Type
- Understanding How Durations Affect Scheduling

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Task Dependencies

- Understanding Dependency Type
- Using Lead Time or Lag Time
- Changing or Removing Links
- Reviewing Task Dependencies

Resource Assignments

- Assigning Resources
- Assigning Labor Resource to Tasks
- Translating Task Duration to Work Effort
- Making Changes to Resource Assignments
- Controlling Changes with Effort Driven Scheduling
- Resource Assignments and Work Contour

Refining the Schedule

- Critical Path
- Slack Time and Critical Tasks
- Working with Schedule Date Constraints
- Review Schedule Assumptions
- Checking and Adjusting Date Constraints
- Checking and Adjusting Task Dependencies
- Checking and Adjusting Durations
- Revisiting Resource Settings
- Balancing Resource Workloads
- Viewing Resource Workloads
- Checking and Adjusting the Project Schedule

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- Adjusting Resource Availability
- Adjusting Assignments
- Replacing Over-allocated Resources

Baseline

- Creating a Schedule Baseline
- Setting a Baseline
- Reviewing Baseline Information
- Setting Additional Baselines
- Clearing a Baseline

Project Execution and Control

- Updating Task Progress
- The Weekly Time Tracking Cycle
- Entering Actuals, Updating Data, and Submitting Timesheets
- Reviewing for Pending Actuals
- Reviewing and Approving Timesheets
- Posting the Time Period
- Accepting or Rejecting Pending Estimates
- Reschedule the Project

Responding to Change on you Project

- Baseline, Scheduled, and Actual Project Information
- Monitoring and Adjusting the Schedule
- Monitoring Schedule Progress
- Reviewing Overall Schedule Progress

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- Reviewing Schedule Variances
- Reviewing the Critical Path
- Reviewing Task Progress
- Adjusting the Schedule
- Monitoring and Adjusting Resource Workload
- Reviewing Overall Work Totals
- Reviewing Resource Allocation
- Balancing the Resource Workload