



Using Microsoft Project with Clarity

Project Portfolio Consulting Group (PPCG) offers beginner and advanced training on all CA Clarity™ PPM modules and capabilities.

INTENDED AUDIENCE

Using Microsoft Project with Clarity is designed for Project Managers and members of the PMO that will be using Microsoft Project in conjunction with CA Clarity to plan, schedule and control projects.

COURSE GOAL

To learn the basic functionality of Microsoft Project in order to build, schedule and control a project in CA Clarity version 8.x or 12.x.

PREREQUISITES

Some formal project management training, preferably reinforced by practical experience in planning and controlling a project.

OBJECTIVES

Upon successful completion of the course, the participant will be able to:

- Create a project plan by entering a Work Breakdown Structure, defining dependencies, and assigning resources and estimates in Microsoft Project.
- Understand the interaction between Microsoft Project and Clarity in terms of resource management.
- Create a realistic schedule based on typical project constraints.
- Understand the role of Clarity Timesheets in the tracking and control cycle.
- Review and analyze a plan which has been tracked using Clarity Timesheets.
- Re-plan and reschedule the analyzed plan ensuring that the plan is kept up-to-date.

COURSE STYLE AND CONTENT

This course is designed as discussions and demonstrations followed by structured exercises for each subject. This gives each participant an opportunity to practice what they've just learned, and encourages them to apply this understanding to real-world project plans.

DURATION

Two days. The class starts at 9:00 a.m. and finishes at approximately 4:30 p.m. with a break for lunch. Prompt arrival is essential.

MAXIMUM CLASS SIZE

Class size is limited to 10 students in order to allow maximum interaction with the Instructor.

RELATION TO OTHER COURSES

For Project Managers and PMO staff that want to use the Clarity interface to plan & control projects, the class *Managing Projects with Clarity* is recommended.

TRAINING ROOM REQUIREMENTS

- One computer per student.
- All computers must meet the following minimum requirements: 1 GHz Pentium III with 512 MB Memory and 40 MB free space (for course files). Operating System must be Microsoft Windows 2000 Professional SP4, Windows XP Professional SP2, or Windows Vista. Supported browsers include Internet Explorer 6.0 SP1 (or higher) and Firefox 2.0 (or higher). Instructor's computer must have Microsoft PowerPoint installed.
- Customer will provide a projection device, flip charts and markers.
- PPCG will provide student files and classroom setup instructions.
- Customer will be responsible for installing Microsoft Project (2000-2007), Sun Java Runtime Environment (JRE), and the PPCG-supplied training files on each computer in the classroom at least one day prior to the start of class.
- Customer will provide a Clarity training environment.
- Customer will create a user ID with Project Manager rights for each student, and provide a user ID with Administrator rights for the PPCG Instructor to use.



COURSE PROGRAM

Using Microsoft Project with Clarity

Introduction

- Objectives & Prerequisites
- Project Management Processes

Getting Started

- Accessing Microsoft Project
- Setting Options
- Opening Projects
- Navigating
- Properties

Using Views

- Using Standard Views
- Customizing Views
- Formatting Data Elements
- Creating Filters
- Saving Views

Initiation

- Project Initiation in Clarity
- Case Study
- Project Properties

Activity Planning

- Entering WBS Data
- Entering Task Details
- Copy/Paste
- Creating Task Dependencies

Resource Planning

- Resource Properties
- Resource Calendars
- Assigning Resources to Tasks

Refining the Schedule

- Adding Named Resources
- Fixed Duration
- Applying Duration Types
- Applying Loading Patterns
- Baselining the Plan

Executing

- The Tracking Cycle
- Reviewing Actuals
- Updating Status
- Completing the Tracking Cycle

Controlling

- Analyzing Progress
- Variance Analysis
- Replanning

MSP / Clarity Interface

- Best Practices
- MSP/Clarity Compatibility
- Importing MSP projects

FOR FURTHER INFORMATION

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