

ILT – Project Management 7.1

Page | 1

Overview

This classroom course is designed to familiarize you with HP/Mercury Project Management and how it can be used to organize and run your strategic projects. Hands on lab exercises provides you opportunities to explore and apply first hand the Project Management tools and best practices for managing a project's schedules, resource demand and capacity, estimate and actual costs, and its overall health. Audience This course is recommended for project managers who intend to use HP Project Management in planning, executing, and monitoring both small-scale and large-scale projects.

Learning Method

You will receive expert instruction for an ITIL specialist who will present the course using a slide presentation and facilitated discussion. At the end of each chapter there will be review questions followed by a hands on exercise to ensure students understanding of each lesson.

Each student will receive a copy of the HP Project Management manual. This manual is used throughout the course and proves a useful reference tool upon completion of the course.

Who will benefit from this course?

This class is for managers who are responsible for monitoring the IT initiatives in their organization.

This includes portfolio managers, program management office managers, project managers, resource managers, and finance managers. This class is a required prerequisite to the ILT - Portfolio Management Configuration course.

Pre-Requisites for this course

None

What you can expect to gain from this course?

- Describe the solutions that PPM Center and Project Management provides.
- Build a project to consolidate the information and elements you need to track throughout its lifecycle.
- Utilize Project Management planning tools to effectively forecast the schedule, staffing requirements, and budget of a project.
- Apply Resource Management tools to monitor resource availability and to allocate assignments based on resources' skills and proficiency.
- Analyze the impact of your project's staffing and cost requirements against your organization's resources and budget.

Duration: 3 days**On Demand In:**
MELBOURNE
SYDNEY
BRISBANE
CANBERRA

- Use portlets and visualizations to track the real-time schedule, staffing, and cost health of your project.

Course Content

Introduction to Project Management

- PPM Center Overview
- Elements of a Project

Creating Projects

- Creating a Project
- Using Project Types
- Defining Project Details
- Driving the Project Workflow

Defining Resource Requirements

- Resource Supply and Demand Model
- Resource Pool Overview
- Creating Staffing Profiles
- Sending Resource Requests

Building Work Plans

- Options for Creating a Work Plan
- Defining a Task
- Editing Tasks
- Using Work Plan Views

Assigning Resources

- Options for Defining Task Resources
- Associating Roles to Tasks
- Assigning Named Resources
- Using the Resource Finder Tool
- Distributing Effort between Multiple Resources
- Tracking Project Resource Usage

Scheduling Work Plans

- Setting Predecessors
- Defining Scheduling Constraints

- Defining Milestones
- Running the Scheduler
- Schedule Warnings and Errors
- Tracking the Critical Path
- Setting Work Plan and Task Status

Planning the Project Budget

- Financial Management Overview
- Creating a Project Budget
- Defining Planned Costs

Configuring Project Types

- Creating a Project Type
- Defining Project Policies
- Locking/Unlocking Policies

Managing the Project Execution

- Activating the Work Plan
- Tracking Project Health
- Monitoring Project Exceptions
- Tracking the Project Schedule
- Tracking Project Costs
- Managing Project Control Processes
- Logging Issues, Risks, and Scope Change Requests

Analyzing Project Finances

- Cost Analysis
- Earned Value Analysis
- Tracking Labor Costs
- Cumulative Cost Metrics Analysis
- Current Cost Metrics Analysis

Time Management

- Creating a Time Sheet
- Entering Time
- Submitting a Time Sheet
- Approving Time Sheets

Microsoft Project Integration

- Options for Integration
- Requirements for the Integration
- Installing the Plug In
- Exporting a Microsoft Project to PPM Center
- Importing a PPM Work Plan in Microsoft Project
- Synchronizing Updates between PPM Center and MSP

Program Management

- Program Management Overview
- Creating a Program
- Tracking Program Control Processes

Portfolio Management

- Portfolio Management Overview
- Submitting Project Proposals
- Using Value and Risk Ratings
- Initiating a Project
- Adding an Asset
- Creating Scenario Comparisons

Related Courses

Demand Management 7.1 configuration
ILT Project management for managers
Portfolio management 7.1 configuration