

## Using Microsoft Project with CA PPM

### COURSE DESCRIPTION

**Using Microsoft Project with CA PPM** is intended for Project Managers and PMO members who will use Microsoft Project with CA PPM to plan, schedule, and control projects.

**AUDIENCE** – Project Managers, PMO members

**COURSE TYPE** – Onsite / Online

**PREREQUISITES** – None

**DURATION** – 8:00 AM to 5:00 PM; one-hour lunch

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### COURSE OUTLINE

#### Introduction

- Objectives & Prerequisites
- MSP / CA PPM Compatibility

#### Setup

- Setting MSP Options
- Reserved MSP Fields
- Using the Global.MPT file

#### Getting Started

- Terminology Differences
- Opening a Project Schedule
- Understanding Calendars
- Saving a Project Schedule
- Working Offline

#### Task Planning

- Creating Tasks
- Estimating Tasks
- Creating Task Dependencies

#### Resource Planning

- Assigning Resources to Tasks
- Understanding Units

#### Controlling the Project Schedule

- Maintaining a Schedule
- Copying, Moving and Deleting Tasks
- Baselining a Schedule
- Understanding Timesheets and Actuals
- Updating Resource Assignments
- Marking a Task as Complete

#### Advanced Topics

- Reviewing Work Contours and Load Patterns
- Using Effort Driven Scheduling
- Task Start and Finish Dates
- Understanding Task Types
- Utilizing Deadline Dates
- Using Proposed ETC (Estimate to Complete)
- Resource Leveling
- Master and Sub-Projects