

Introduction to Open Workbench

COURSE DESCRIPTION

Introduction to Open Workbench is intended for Project Managers and PMO members who will use Open Workbench with Clarity 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

COURSE OUTLINE

Introduction

- Objectives & Prerequisites

Getting Started

- Accessing Open Workbench
- Things to Remember
- Navigation

Views

- Managing Views
- Using Views
- Adding a Column
- Formatting an Attribute
- Creating Filters

The Work Breakdown Structure

- Levels of the WBS
- Creating the WBS
 - Using the Spreadsheet View
 - Task Dialogue Box
 - Copy and Paste

Task Dependencies

- Dependency Types
- Creating Dependencies
- Using the Network Diagram
- Editing / Deleting Dependencies

Assigning Resource(s) To Task(s)

- Clarity PPM Staffing the Team
- Assigning Resources to Tasks
- Entering Estimate to Complete (ETC)
- Releasing a Resource from a Task
- Transfer Assignments

AutoSchedule

- Rules and Steps of AutoSchedule
- Running AutoSchedule
- Resource Loading Patterns
- Duration Types

Baseline

- Setting the Baseline
- Multiple Baselines

Executing and Controlling

- Accept / Reject Pending ETCs
- Updating Status using the Schedule View
- Variance Analysis