

HPE PPM125 – Optimize Your Success with HPE Project and Portfolio Management 9.x

Overview

This course is designed to familiarize you with HPE Project and Portfolio Management and how it can be used to organize and run your strategic projects. Hands-on lab exercises provide you the opportunity to explore and apply the Project Management tools and best practices for managing a project's schedules, resource demands and capacity, estimated and actual costs, and its overall health.

Learning Method

You will receive expert instruction from a HPE Project and Portfolio Management specialist who will present the course using slide presentation and facilitated discussion. At the end of each chapter there will be review questions followed by a hands on exercise to ensure understanding of each lesson. Each student will receive a copy of the HPE Project and Portfolio Management manual. This manual is used throughout the course and proves a useful reference tool upon completion of the course.

Duration: 4 days

Who will benefit from this course?

This course is recommended for project managers, portfolio managers and PMO personnel who intend to use HPE Project and Portfolio Management in planning, executing, and monitoring both small-scale and large-scale projects.

Prerequisites for this course

- Experience with Windows operating systems
- Knowledge of relational databases and database terminology

What can you expect to gain from this course?

At the end of the course, you will be able to:

- Utilize planning strategies and Project Management features to effectively forecast staffing requirements, budgets, and resource commitments
- Define the projected costs, resources, and time necessary to execute a project
- Determine if the available resources on your team have the skills required for your project tasks
- Analyze the impact of your project requirements on your organizational resources and budget
- Use Dashboard portlets, reports, and analysis graphs to communicate the status of your project to your executive team and analyze your IT portfolio
- Identify the common roles and responsibilities of users of Portfolio Management: business analysts, program managers, portfolio managers, administrators, and executive sponsors
- Utilize planning strategies to effectively forecast staffing requirements, budgets, and resource commitments for a portfolio
- Analyze the impact of your Portfolio requirements on your organizational resources and budget
- Analyze the impact of your project's staffing and cost requirements against your organization's resources and budget.

Course Content

Module 1: Course Overview

- Course objectives
- Course schedule
- Participant introductions
- Student responsibilities
- Audience participation

Module 2: Introduction to Project Management

- Identify the solutions that Project Management provides, and how these solutions integrate with Demand Management, Portfolio Management, and Program Management
- Recognize the phases of the project management lifecycle and how each is supported in Project Management
- Identify the roles involved in each phase of the project management lifecycle

Module 3: Creating Projects

- Create a new project
- Identify the elements of a project definition
- Recognize the purpose of project types
- Enter basic project parameters
- Determine the type of roles to assign to project participants that will allow them the right level of access to the project
- Process and track a project through its workflow

Module 4: Defining Resource Requirements

- Describe the building blocks that PPM Center uses to model your organization's resource supply
- Identify what information you can find in resource profiles, calendars, and organization units and how you can use them when selecting and scheduling resources
- Create a staffing profile to define the resource requirements of your project
- Use the staffing profile to request resource allocations from resource managers

Module 5: Building Work Plans

- Identify the functions of a work plan
- Create and edit a work plan
- Use different work plan views
- Export the work plan for use in an environment other than PPM Center
- Create a work plan baseline

Module 6: Assigning Resources

- Analyze resource pool capacity and assignment load
- Use the Resource Finder utility to identify resource availability and skills match
- Assign resources to a task
- Adjust scheduled effort for assigned resources

Module 7: Working with Project Financial Summary

- Forecast costs and benefits for projects
- Capture actuals for projects and roll these costs up to programs
- Monitor project costs against plan and against approved budget
- Automatically roll up actual labour costs to the project costs based on actual efforts reported from the work plan

Module 8: Configuring Project Types

- Create a project type
- Configure project policies

Module 9: Managing the Project Execution

- Activate a work plan and track how task and schedule information is distributed to the project sponsors and resources
- Use the Project Overview page to monitor overall project health and timeline
- Interpret the information provided by the graphical status indicators in the Project Overview page
- Identify the project policies that drive how project health is calculated
- Submit and monitor project issues, risks, and scope changes from the Project Overview page

Module 10: Scheduling the Work Plan

- Link a task to other tasks within the same work plan, tasks from other work plans, and requests that are processed through Demand Management
- Define scheduling constraints to control the start and finish dates of a given task
- Set up a milestone to alert you of the schedule and completion of significant events during the project execution
- Interpret error and warning messages that are generated after a schedule run and identify possible solutions for resolving them
- Use visualizations in the work plan to track tasks in the critical path
- Identify Work Plan, Project Fields, and Scheduling project settings that affect how a work plan is built and scheduled

Module 11: Analyzing Project Finances

- Use work plan views to analyze the ongoing costs of a project
- Define cost rate rules for calculating the labour costs
- Modify the cost factors for a resource
- Analyze the cumulative and current costs for your projects

Module 12: Using Time Management

- Create, update, and submit a new time sheet
- Approve time sheets submitted by your project team members
- Personalize your Dashboard to use Time Management portlets
- Configure a project to use Time Management to track actual project effort
- Configure a project to use Time Management to calculate actual labour costs

Module 13: Using Program Management

- Explain the benefits of a program management strategy
- Create a new program
- Link your projects to an existing program
- Submit risks and issues for review by a program manager
- Use Dashboard portlets to manage program risks and issues

Module 14: Microsoft Project Integration

- Choose an integration strategy for integrating Microsoft Project and PPM
- Identify the minimum system requirements for integrating Microsoft Project and PPM
- Export a Microsoft Project plan to PPM
- Import a PPM work plan into Microsoft Project
- Synchronize a work plan between PPM and Microsoft Project



Module 15: Portfolio Key Concepts

- Describe an end-to-end portfolio management scenario from proposal through asset recognition
- Submit a proposal, including basic information such as the business objective and high-level requirements
- Review and process a step in a previously submitted proposal

Module 16: Developing Proposal Staffing Requirements

- Forecast staffing requirements for a proposal
- Create a staffing profile in PPM
- Link a staffing profile to an active proposal
- Update the fields on an active staffing profile

Module 17: Working with Financial Summaries

- Develop a high-level justification for a proposal
- Work with the Financial Summary of a proposal
- Enter the cost forecasts and actuals in PPM
- Update the approved budget for a proposal
- Enter the benefit forecasts and actuals in PPM to illustrate and track nominal return

Module 18: Building the Portfolio

- Add value and risk ratings to a proposal
- Take action to process a proposal through to closure
- Add a new project to your portfolio
- Add a new asset to your portfolio

Module 19: Analyzing a Portfolio

- Locate and review the health of a project created by an approved proposal
- Identify high-risk projects and assets in your portfolio
- Personalize your Dashboard to monitor projects, proposals, and assets
- Create personalized Dashboard pages to monitor the status of your resources and budgets
- Build scenario comparisons that simulate the consequences of approving new proposals or terminating current projects or assets
- Create a new scenario comparison with proposals, projects, and assets to be evaluated
- Add what-if comparisons of approving or terminating the projects or assets contained in a scenario comparison
- Generate graphs that compare each scenario by cost, by resource needs, and by anticipated financial benefits

Related Courses

- HPE PPM120 Essentials
- HPE PPM 350 Advanced