Hewlett Packard Enterprise

Course Data Sheet

PPM120 – PPM Center 9.x Essentials

Course No.: PPM120	Category/Sub Category: ITOM/SPM
For software version(s): 9.3 Software version used in the labs: 9.3	Course length: 4 days
Delivery formats: Instructor Led (ILT) and Virtual Instructor Led (VILT)	Training is available as a private session onsite.
To order visit: https://h20546.www2.hp.com/main/training/course_details.cfm?ProductID=all&Course=00015547&sitepick=US	

Course Description

This four-day instructor-led training course is an ideal way to launch your Project and Portfolio Management (PPM) Center implementation, and will create a solid foundation for your implementation decisions. An experienced instructor will guide participants using hands-on exercises through the design and configuration of the major setup components of Project, Portfolio, and Demand Management to enable automation of your organization's processes. The class consists of approximately 50% lecture and 50% hands-on lab exercises. The hands-on lab exercises use version 9.3 of the software.

This course is designed for users who are new to HP Project and Portfolio Management and are chartered to configure the software for the organization.

Audience / Job Roles

Configurers of the PPM Center software

Course Objectives

Upon successful completion of this course, you should be able to:

- Identify business processes that can be automated through PPM Center
- Write basic design requirements for a PPM Center implementation
- Create and process requests by using PPM Center
- Set up user accounts to define who has access to PPM Center and what functionalities they have permission to use
- Personalize your PPM Center dashboard according to your specific requirements as an end user
- Publish and distribute dashboard modules
- Design and configure request workflows to automate request resolution processes
- Configure request types to identify information that needs to be collected during request resolution processes
- Identify requirements for integrating request and package processes

Prerequisites / Recommended Skills

To be successful in this course, you should have the following prerequisites or knowledge.

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

Learning Path

PPM120 Essentials → PPM350 Advanced

Certification

Exam ID: HP0-M57

Course Topics

Modules	Objectives
Module 1: Course Overview	• Review course objectives • Review the class schedule • Review class logistics and daily schedule • Review virtual classroom settings • Conduct introductions • Review eBooks • Review related courses and learning path • Review certifications
Module 2: Processing Requests and Packages	• Identify the HP Project and Portfolio Management (PPM) Center applications and the solutions they provide • Create and process requests • Create and process packages • Update tasks and track project status
Module 3: Managing User Accounts and Licenses	• Create user accounts • Define the appropriate authentication settings for each user account • Grant licenses that are relevant to the roles of each user
Module 4: Managing Security	• Identify the different security layers that can be implemented in HP Project and Portfolio Management (PPM) Center • Organize users and assign them access grants according to the common tasks they perform in PPM Center
Module 5: Personalizing Your Dashboard	• Recognize the options that end users have for personalizing their dashboards • Set portlet display preferences • Add, remove, and rearrange portlets in your dashboard • Use preconfigured dashboard pages
Module 6: Configuring Dashboard Modules	• Create a new dashboard module • Describe the options for delivering dashboard modules • Configure shared and self-service modules
Module 7: Designing Workflows	• Analyze the components of a business process • Translate a business process into terms in HP Project and Portfolio Management (PPM) Center • Design a complete workflow
Module 8: Configuring Basic Workflows	• Create a workflow definition • Use workflow step sources to define the steps in a workflow • Add transitions to link workflow steps • Designate individuals and groups who can act on workflow steps • Attach email notifications to workflow steps
Module 9: Configuring Decision Step Sources	• Recognize when to create new decision step sources • Configure a decision step source • Use workflow step timeouts • Use polling decision steps • Configure steps that allow for delegation

Module 10: Controlling Data Integrity Using Validations	• Use the Validations Workbench to create validations • Identify the different validation component types available for workflow step sources • Identify the different validation component types available for data fields
Module 11: Configuring Request Processes	• Describe the components of a request process • Define the general tasks in building a request process • Design and configure request workflows
Module 12: Request Type and Request Header Type Overview	• Plan the data requirements of a request process • Describe the relationship between a request type and its request header type • Organize data fields across a request type and its request header type
Module 13: Configuring Request Header Types	• Create new request header types • Configure the attribute, default, storage, and security settings of data fields • Modify standard request header type fields • Add field groups to a request header type
Module 14: Configuring Request Types	• Design and configure request types to contain data fields and business rules for collecting and storing request information • Configure and add a table component into a request type • Arrange the request type layout • Restrict the use of a request type to a limited group of users • Link a request type to its corresponding workflow • Build different levels of help contents within a request type • Define notifications to be automatically sent out on specific field changes
Module 15: Configuring Project Types	• Create a project type • Configure project policies
Module 16: Using Request Types Rules	• Identify requirements for using request type rules • Create and apply requests type rules
Module 17: Using Request Statuses and Status Dependencies	• Create new request statuses • Define the request statuses that a request type will use • Assign request statuses to workflow steps • Identify when status dependency rules are required • Define status dependency rules to conditionally set data field properties
Module 18: Automating System Executions in Requests	• Configure a request type to include command codes that run system executions and application routines • Configure a workflow step source to invoke request type commands • Set up a workflow to designate when request type commands will be executed within a process

Module 19: Integrating Parallel Request Processes	• Recognize requirements for integrating parallel request processes • Identify the options users have when creating request-request relationships • Define security permissions that will allow users to create controlling relationships between requests • Set up designated steps in the request workflow for spawning new requests
Appendix: Creating Your Own User Account	• Creating a new user account • Giving your user account access to the required PPM functionality