

## PPM120 – PPM Center 10.x Essentials (PPM120-10)

ID PPM120-10 Price 3,000.— €(excl. tax) Duration 4 days

### Important notes for the booking of Open Text trainings

Please note that prepayment is required for participation in an Open Text training course. Participation in a training course is possible for 12 months after booking the course. Cancellations are excluded. For further information, please refer to **our [General Terms and Conditions](#)**.

### Course Overview

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

### Who should attend

PPM users who configure the PPM Centersoftware.

### Prerequisites

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

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

### 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

### Course Content

- Module 1: Course Overview
- Module 2: Processing Requests and Packages
- Module 3: Managing User Accounts and Licenses
- Module 4: Managing Security
- Module 5: Personalizing Your Dashboard
- Module 6: Configuring Dashboard Modules
- Module 7: Designing Workflows
- Module 8: Configuring Basic Workflows
- Module 9: Configuring Decision Step Sources
- Module 10: Controlling Data Integrity Using Validations
- Module 11: Working with CloudSlang
- Module 12: Request Type and Request Header Type Overview
- Module 13: Configuring Request Header Types
- Module 14: Configuring Request Types
- Module 15: Configuring Project Types
- Module 16: Using Request Types Rules
- Module 17: Using Request Statuses and Status Dependencies
- Module 18: Automating System Executions in Requests
- Module 19: Integrating Parallel Request Processes
- Appendix: Creating Your Own User Account

### Detailed Course Outline

## 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 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: Working with CloudSlang

- 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 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
- 

## **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

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

## Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

## Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

## Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



**Worldwide Presence**  
with high-end training centers  
around the globe



**Multiple Awards**  
from vendors such as AWS,  
Microsoft, Cisco, Google, NetApp,  
VMware



**Experienced SMEs**  
with over 19.000 combined  
certifications

### Germany

**Fast Lane Institute for Knowledge  
Transfer GmbH**  
Tel. +49 40 25334610  
info@flane.de / www.flane.de

### Austria

**ITLS GmbH**  
(Partner of Fast Lane)  
Tel. +43 1 6000 8800  
info@itls.at / www.itls.at

### Switzerland

**Fast Lane Institute for Knowledge  
Transfer (Switzerland) AG**  
Tel. +41 44 8325080  
info@flane.ch / www.flane.ch