



# Planview® PPM Pro



ENTERPRISE WORK MANAGEMENT

## MANAGING PROJECTS TRAINING CLASS

### COURSE DESCRIPTION

Managing Projects training for Planview PPM Pro is an immersive, interactive class that teaches methodologies for portfolio and lifecycle management, project planning and execution, and maintain changes, risks and issues.

This course provides mastery of the core activities required to create new work and project items, manage and allocate work assignments, as well as an understanding of out-of-the-box reporting. This course a prerequisite to several courses in the PPM Pro course catalog.

### LEARNING OBJECTIVES

By the end of this course students will learn how to:

- Create, access, and track your Requests
- Go through the Request gates and learn the methods of the request approval
- Efficiently work with the Projects List page to create projects and view project details
- Create a new project and define all the project elements, including roles, team members, tasks, budgets, etc.
- Create and define your project schedule and learn how to plan your resources
- Effectively manage project plans, monitor project execution and closeout
- Manage risks, issues, and changes
- Use reports for Project Managers

### PROGRAM LEVEL

#### Beginner

Initial class taken in a broad subject area, introduces concepts

**Foundational product knowledge advised.**

### AUDIENCE

This course is ideal for users who will be responsible for planning work and projects, managing schedules and assignments, and regularly run reports on behalf of their organization or business unit.

# MANAGING PROJECTS

## AGENDA

- Requests Overview
- New Requests
- Projects Overview
- Working with Project Lists
- Creating a Project
- Planning a Project
- Managing Projects

## DURATION

2 Half-day segments in a virtual classroom

## PREREQUISITES

- Fundamental understanding of Project and Resource Management processes and methodology

## COST

This class is combined with the **PPM Pro Managing Resources** class for Public Training classes.

Pricing for Public Training is \$2,000 per person.

[Register for classes here](#)

Private on-site or virtual training is also available.

Ready to get started?  
Contact us for more information!

[trainingrequests@planview.com](mailto:trainingrequests@planview.com)