

Applying OPENWORKBENCH

'How can OPENWORKBENCH help me to plan and control my projects more effectively?'

Who should participate?

Applying OPENWORKBENCH is designed for Project Managers or Team Leaders with responsibility for a single project or part of a larger project. You should have some understanding of project management techniques, but need no prior knowledge of OPENWORKBENCH.

What will you gain?

You will enhance your knowledge of the planning and control lifecycle. Applying OPENWORKBENCH illustrates how OPENWORKBENCH can be used as an integral part of the project management process, to plan and control information.

You will learn how to:

- Set up the OPENWORKBENCH environment
- Create a project plan using a Work Breakdown Structure
- Schedule plans with logical dependencies and resource allocations
- Monitor project progress in terms of task status and resource effort
- Use OPENWORKBENCH Views and Highlights for project analysis

Duration: 2 days

COURSE PROGRAMME	
<p>DAY 1</p> <p>Introduction</p> <ul style="list-style-type: none"> • Course Objectives • Course Programme <p>Workbench Overview</p> <ul style="list-style-type: none"> • Project Planning and Control Model • The Concept of Views • Starting a OPENWORKBENCH Plan • Data Entry and Amendment <p>Views</p> <ul style="list-style-type: none"> • View Definition • Data Elements • Storing a View • The Work Breakdown Structure <p>Scheduling</p> <ul style="list-style-type: none"> • Manual Scheduling in OPENWORKBENCH • Entering Dependencies in OPENWORKBENCH • The CPM Network • Autoschedule • Baselining • Track Status • Sort and Filter <p>Case Study</p> <ul style="list-style-type: none"> • Copy and Paste OPENWORKBENCH Data • Revise Dependencies • Scheduling • Tracking 	<p>DAY 2</p> <p>Resources</p> <ul style="list-style-type: none"> • Defining Resources • Resource Calendars • Duration v Usage • Resource Assignment • Fixed v Variable Duration Type <p>Tracking</p> <ul style="list-style-type: none"> • Tracking Status • Tracking Actual Usage • Tracking Periodic Actuals • Correcting Tracking Errors <p>Replanning</p> <ul style="list-style-type: none"> • Operations Recalculate • Highlights • Variance Analysis • Manual Rescheduling • Using Autoschedule to Replan <p>Project Set Up</p> <ul style="list-style-type: none"> • Project Definition • Using Templates • Considerations when Setting up a new Project

On demand, and with attendees having strong understanding of project management techniques, training can be reduced to 1 day.