PLM200

Business Processes in Project Management

COURSE OUTLINE

Course Version: 15 Course Duration: 5 Day(s)

SAP Copyrights and Trademarks

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

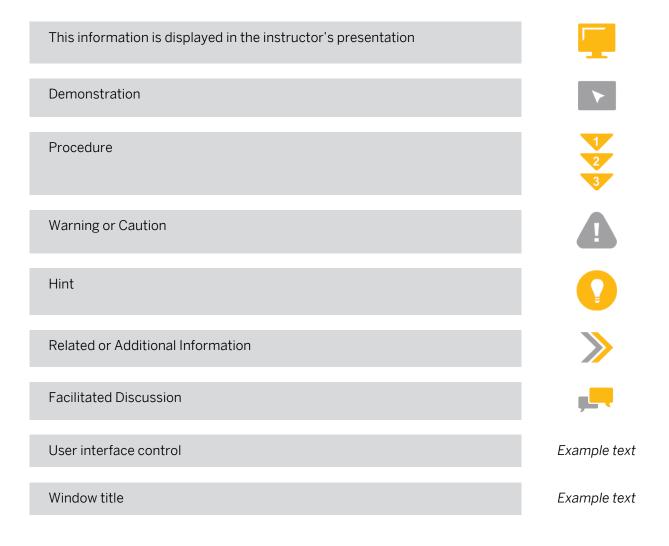
National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.





iii

Contents

vii Course Overview

1	Unit 1:	Project Management with SAP Project Systems
1		Lesson: Describing Project Management with SAP Project Systems (SAP PS)
3	Unit 2:	Project Structures
3 3 3 3 3 4		Lesson: Outlining Work Breakdown Structure (WBS) Lesson: Creating Work Breakdown Structures Lesson: Outlining Networks Lesson: Creating Networks Lesson: Applying Documents, Milestones, and Mass Change Lesson: Exporting and Importing Projects
5	Unit 3:	Reports
5 5 5 5		Lesson: Analyzing Projects with the Structure Information System Lesson: Analyzing Projects with Financial Reports Lesson: Executing Cost Object Summarization Lesson: Describing Report Options in SAP Business Client
7	Unit 4:	Project Plans
7 7 7 7 7 8 8 8 8 8 8 8 8 8	Unit 4:	Project PlansLesson: Checking Projects with the Project Planning BoardLesson: Planning Dates for WBS ElementsLesson: Scheduling NetworksLesson: Planning Resources with NetworksLesson: Generating Requirements for Externally ProcessedActivitiesLesson: Scheduling multiple resourcesLesson: Planning Materials with NetworksLesson: Planning Costs for WBSLesson: Planning Costs for NetworksLesson: Planning Revenue for Projects
7 7 7 7 7 8 8 8 8 8 8	Unit 4: Unit 5:	Lesson: Checking Projects with the Project Planning Board Lesson: Planning Dates for WBS Elements Lesson: Scheduling Networks Lesson: Planning Resources with Networks Lesson: Generating Requirements for Externally Processed Activities Lesson: Scheduling multiple resources Lesson: Planning Materials with Networks Lesson: Planning Costs for WBS Lesson: Planning Costs for Networks



11	Unit 6:	Project Execution
11		Lesson: Entering Actual Dates for WBS Elements
		<u> </u>
11		Lesson: Confirming Actual Dates for Networks
11		Lesson: Posting Documents to WBS Elements with Execution
		Services
11		Lesson: Creating Claims for Projects
11		Lesson: Posting Documents to Networks
12		Lesson: Billing Projects with Milestone Billing
13	Unit 7:	Period-End Closing
	Unit 7:	
13 13	Unit 7:	Period-End Closing Lesson: Executing Period-End Closing Procedures
13		Lesson: Executing Period-End Closing Procedures
	Unit 7: Unit 8:	
13		Lesson: Executing Period-End Closing Procedures
13 15		Lesson: Executing Period-End Closing Procedures Extended Usability for SAP Project Systems

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Manager
- Super / Key / Power User



vii

UNIT 1 Project Management with SAP Project Systems

Lesson 1: Describing Project Management with SAP Project Systems (SAP PS)

Lesson Objectives

After completing this lesson, you will be able to:

- List characteristics of projects
- Describe SAP solutions for project management



UNIT 2 **Project Structures**

Lesson 1: Outlining Work Breakdown Structure (WBS)

Lesson Objectives

After completing this lesson, you will be able to:

- List structure elements of WBSs
- Verify tasks of WBSs

Lesson 2: Creating Work Breakdown Structures

Lesson Objectives

After completing this lesson, you will be able to:

- Create a Work Breakdown Structure (WBS)
- Specify operative indicators for WBSs
- Maintain WBS elements
- Use the Hierarchy Graphic to display WBS organization

Lesson 3: Outlining Networks

Lesson Objectives

After completing this lesson, you will be able to:

- List structure elements of networks
- Verify tasks of networks

Lesson 4: Creating Networks

Lesson Objectives

After completing this lesson, you will be able to:

- Create a network with the Project Builder
- Use the network graphic

Lesson 5: Applying Documents, Milestones, and Mass Change



Lesson Objectives

After completing this lesson, you will be able to:

- Create PS texts and documents
- Create milestones
- Apply mass changes

Lesson 6: Exporting and Importing Projects

Lesson Objectives

After completing this lesson, you will be able to:

• List the options used for importing and exporting projects

UNIT 3 Reports

Lesson 1: Analyzing Projects with the Structure Information System

Lesson Objectives

After completing this lesson, you will be able to:

• List the characteristics of the structure information system

Lesson 2: Analyzing Projects with Financial Reports

Lesson Objectives

After completing this lesson, you will be able to:

- List characteristics of financial reports
- Analyze projects with hierarchy reports
- Analyze projects with cost element reports
- Analyze projects with line item reports

Lesson 3: Executing Cost Object Summarization

Lesson Objectives After completing this lesson, you will be able to:

• Execute cost object summarization

Lesson 4: Describing Report Options in SAP Business Client

Lesson Objectives

After completing this lesson, you will be able to:

• Execute reports using SAP Business Client



UNIT 4 **Project Plans**

Lesson 1: Checking Projects with the Project Planning Board

Lesson Objectives

After completing this lesson, you will be able to:

• Create projects with the project planning board

Lesson 2: Planning Dates for WBS Elements

Lesson Objectives

After completing this lesson, you will be able to:

- Plan dates for WBS elements with the Project Planning Board
- Measure progression of WBS with Progress Analysis

Lesson 3: Scheduling Networks

Lesson Objectives

After completing this lesson, you will be able to:

Schedule networks

Lesson 4: Planning Resources with Networks

Lesson Objectives

After completing this lesson, you will be able to:

- Create capacity requirements for internally processed activities
- Distribute work of internally processed activities

Lesson 5: Generating Requirements for Externally Processed Activities

Lesson Objectives

After completing this lesson, you will be able to:

· Generate purchase requisitions for externally processed activities



Lesson 6: Scheduling multiple resources

Lesson Objectives

After completing this lesson, you will be able to:

• Integrate project systems with Multiple Resource Scheduling (MRS)

Lesson 7: Planning Materials with Networks

Lesson Objectives

After completing this lesson, you will be able to:

- Assign material components manually
- Transfer a bill of materials (BOMs)

Lesson 8: Planning Costs for WBS

Lesson Objectives

After completing this lesson, you will be able to:

- List methods for cost planning with WBS
- Plan project costs with Controlling Renovation

Lesson 9: Planning Costs for Networks

Lesson Objectives

After completing this lesson, you will be able to:

• Plan costs for networks

Lesson 10: Planning Revenue for Projects

Lesson Objectives

After completing this lesson, you will be able to:

- List methods of revenue planning for projects
- Plan revenue using a sales order

UNIT 5 **Project Budgets**

Lesson 1: Budgeting Projects

Lesson Objectives

After completing this lesson, you will be able to:

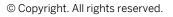
- Integrate cost planning and budgeting
- Create an original budget
- Check availability control

Lesson 2: Integrating Investment Management with SAP Project Systems

Lesson Objectives

After completing this lesson, you will be able to:

• Integrate budgeting of projects with Investment Management





UNIT 6 **Project Execution**

Lesson 1: Entering Actual Dates for WBS Elements

Lesson Objectives

After completing this lesson, you will be able to:

• Enter actual dates for WBS elements

Lesson 2: Confirming Actual Dates for Networks

Lesson Objectives

After completing this lesson, you will be able to:

- Confirm network activities with the Project Planning Board
- Confirm network activities with CATS

Lesson 3: Posting Documents to WBS Elements with Execution Services

Lesson Objectives

After completing this lesson, you will be able to:

- Create documents with account assignment to projects
- Post documents to WBS elements with Execution Services

Lesson 4: Creating Claims for Projects

Lesson Objectives

After completing this lesson, you will be able to:

• Create claims for a project

Lesson 5: Posting Documents to Networks

Lesson Objectives

After completing this lesson, you will be able to:

Assign documents to networks



- Analyze purchase requisitions
- Purchase project materials with ProMan

Lesson 6: Billing Projects with Milestone Billing

Lesson Objectives

After completing this lesson, you will be able to:

- Perform milestone billing for projects
- Analyze projects with Project Cash Management

UNIT 7 Period-End Closing

Lesson 1: Executing Period-End Closing Procedures

Lesson Objectives

After completing this lesson, you will be able to:

- List typical period-end closing activities
- Analyze projects with Progress Analysis
- Prepare for period-end settlement
- Settle projects



UNIT 8 Extended Usability for SAP Project Systems

Lesson 1: Activating Tools for Project Systems Management

Lesson Objectives

After completing this lesson, you will be able to:

• Activate tools to manage large projects

Lesson 2: Administering Large Projects

Lesson Objectives

After completing this lesson, you will be able to:

- Administer large projects with Project Worklist
- Create project drafts using the Draft Workbench
- Optimize performance

Lesson 3: Tracking Projects

Lesson Objectives

After completing this lesson, you will be able to:

- Process projects in the Project Editor
- Use the GANTT Chart in the Project Editor

