

COURSE OUTLINE

OPPM for new users

Course Overview

Objectives of the course are to provide new users of Oracle Primavera Portfolio Management (OPPM) with knowledge and skills required to set up a project, attach mandatory deliverables, and provide endorsement and approval at gates.

On completion of the course, participants will be able to

1. Understand roles and responsibilities
2. navigate and use key features of OPPM
3. Create new candidate in OPPM
4. Progress a candidate or project through PGF lifecycle
5. To create scorecard and portfolio view of projects
6. Search projects in OPPM

Duration

2.5 Hours

Pre-requisites training courses

Project managers are required to go through Induction for project managers

Course Content

Supporting Frameworks

- Portfolio Governance Framework
- Sub-portfolios
- Strategic Investment Framework
- Benefits Management Framework

OPPM

- General Navigation
 - Logging into the system
 - System interface
 - Logging off from the system
- Roles
- Modules
 - Investor module
 - Scorecard module
 - Workbook module
 - Forms module
 - Dashboard module
 - To do module

Candidate set up and initiation procedure

- Candidate form
 - Set up and initiate a new candidate
 - Open existing candidate and complete initiation

PGF gate procedure

- Mandatory deliverable and phase completion
 - Attach mandatory deliverables
 - Complete the phase
- Gate endorsement and approval
 - Endorse item to proceed through a gate
 - Approve item to proceed through a gate
- Project Cancellation Procedure
- Portfolio and Scorecards
 - Portfolio creation
 - Scorecard creation

Bookings and enquiries

Enquiries can be directed to the Learning & Development Training Team:

- ✉ Email: training@westernpower.com.au
- ☎ Training Hotline: 9267 3019

For information on course dates, times and bookings please refer to the Training Management System (TMS). [Click here to access the TMS.](#)