



Training Agenda

4-Day Cognos Planning 7.3 – Contributor Application Administration Course

Approximate course timing is as follows

Module 1: Introduction to Cognos Planning – Contributor Administrator

(1 Demo, 0 Workshop, Est. Time: 55 mins.)

- review Corporate Performance Management (CPM)
- review the components of Cognos Enterprise Planning
- identify the objects in a Cognos Planning – Contributor application
- identify the basic tasks required to create a Contributor application and deploy it online

Module 2: Build an Application

(8 Demos, 1 Workshop, Est. Time: 3 hrs. 15 mins.)

- examine best practices for building the underlying Cognos Planning – Analyst model
- configure the Contributor Administration Console
- create a Cognos Planning – Contributor application using the Application wizard
- specify navigation, orientation, and application settings
- import the e.List, user classes, and rights
- run Go to Production
- set up and navigate the Contributor Web site

Module 3: Manage Workflow and Web Site Activities

(4 Demos, 1 Workshop, Est. Time: 1 hr. 50 mins.)

- examine the user roles and workflow states
- create annotations
- bounce users from the application
- work offline

Module 4: Apply Security

(7 Demos, 1 Workshop, Est. Time: 3 hrs. 10 mins.)

- secure activities and objects
 - plan Access Manager user classes
 - secure the Planning administration domain (PAD)
 - grant permissions to application administrators
- secure applications and data
 - manage e.List files
 - manage user classes
 - manage rights files
 - create saved selections
 - create, import, and export access tables



Module 5: Administer Applications

(2 Demos, 0 Workshop, Est. Time: 1 hr. 10 mins.)

- review what happens during Go to Production
- set advanced options for subsequent GTP processes
- back up the datastore
- examine job management and the types of jobs that can be performed
- create instructions for end users

Module 6: Manage Data

(6 Demos, 1 Workshop, Est. Time: 2 hrs. 15 mins.)

- synchronize the Cognos Planning – Contributor application with Cognos Planning - Analyst
- import data into the Contributor application
 - as planners/reviewers
 - as administrators
- publish Contributor data

Module 7: Use Cognos Planning – Contributor Extensions

(2 Demos, 1 Workshop, Est. Time: 1 hr. 20 mins.)

- examine Cognos Planning – Contributor extensions
- understand how to report from your Contributor data using extensions
- configure Contributor extensions
- use client extensions
- use administration extensions

Module 8: Case Study

(0 Demo, 4 Workshops, Est. Time: 6 hrs.)

- use an Analyst model and Access Manager security to create a Contributor application
- ensure planners and reviewers have the required access to the appropriate data
- test and demonstrate the Web site.
- modify the application to accommodate the addition of new stores
- bring test data into the application in an administrator role and a planner role
- publish data for reporting and automate this task



Appendix A: Automate a Cognos Planning – Contributor Application

(3 Demos, 0 Workshop, Est. Time: 50 mins.)

- examine automation of common administration tasks using macros
- understand how to group related tasks into one macro
- examine how to run macros from the command line
- learn how to run macros without manual intervention using OS signons

Appendix B: Use the Cognos Planning – Contributor Add-in for Excel

(1 Demo, 0 Workshop, Est. Time: 1 hr.)

- examine the Cognos Planning – Contributor Add-in for Excel
- enter, save, and submit Contributor data using the Excel Add-in
- modify the display of Contributor data in Excel
- annotate data in Excel
- access client extensions from Excel

Appendix C: Translate a Cognos Planning – Contributor Application

(1 Demo, 0 Workshop, Est. Time: 35 mins.)

- examine the translation cycle
- create a translation
- translate application and component strings
- export files for translation
- import files for translation

Appendix D: Move Data Between Cognos Planning – Analyst and Cognos Planning – Contributor

(2 Demos, 0 Workshop, Est. Time: 40 mins.)

- export data from Analyst for use in Contributor
- integrate Contributor with Analyst
- move data from Analyst to Contributor using a D-Link
- move data from Contributor to Analyst using a D-Link
- compare D-Links to importing data in the Administration console

Appendix E: Cognos Planning - Contributor User Classes

(0 Demo, 0 Workshop, Est. Time: 0 mins.)

- explains the organizational structure of the Great Outdoors company by regional division and by department
- shows the contents of all user classes in the Contributor_classroom namespace

Appendix F: Checklist for Creating a Cognos Planning - Contributor Application

(0 Demo, 0 Workshop, Est. Time: 0 mins.)

- lists all tasks you must perform to create a Contributor application and make it available on the Web