

# Introduction to PTC Windchill ProjectLink

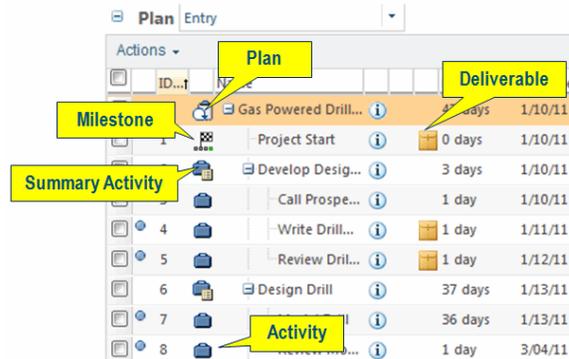
## Overview

Course Length **8 Hours**

In this course, you will learn how to participate in and manage projects using Windchill ProjectLink. Emphasis will be placed on learning how to access and navigate the Windchill ProjectLink interface, including navigating and using your personal environment, the project environment, and project storage. You will also learn how to manage document information, the project plan, and assigned tasks. You will gain an understanding of creating and managing projects, which includes planning activities and milestones, assigning the project team, and setting up the folder storage structure. Finally, you will learn how to communicate with other team members using the collaboration tools of Windchill ProjectLink.

At the end of each module, you will complete a set of review questions to reinforce critical topics from that module. At the end of the course, you will complete a course assessment in Pro/FICIENCY intended to evaluate your understanding of the course as a whole.

This course has been developed using Windchill.



## Course Objectives

- Access Windchill Help
- Browse and search for Windchill objects
- View the attributes, content, and relationships of Windchill objects
- Identify the project manager's role
- Plan projects, project resources, and project storage
- Identify the differences between projects and programs
- Create projects in Windchill, including the plan objects required to support them
- Design an action item
- Create and manage project storage and access controls



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- Modify and create documents
  - View Windchill objects in Creo View
  - Manage your Windchill notebook
  - Create and manage subscriptions
  - Complete Windchill assignments
  - Reassign assignments to other team members
  - Update the project status
  - Monitor the project timeline
  - Use Microsoft Project in conjunction with Windchill
  - Discuss objects in forums
  - Manage and schedule meetings

## Prerequisites

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- None

## Audience

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- This course is intended for project participants and project managers using the ProjectLink application. People in related roles will also benefit from taking this course.
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## Agenda

### Day 1

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| Module | 1 | Introduction to the Windchill Environment |
| Module | 2 | Introduction to Project Management        |
| Module | 3 | Locating and Viewing Information          |
| Module | 4 | Creating Documents and Links              |
| Module | 5 | Implementing Projects                     |
| Module | 6 | Introduction to Visualization             |
| Module | 7 | Modifying and Managing Documents          |
| Module | 8 | Managing Projects                         |
| Module | 9 | Managing Your Work                        |

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