

Affecto | Academy
Makes smart people even Brighter!



AFFECTO ACADEMY COURSE GUIDE

Affecto



FOREWORD

The Secret to Success!

True business intelligence is exactly what it sounds like. It is the ability to make sense of markets; to measure the progress of a company towards its goals; and to deploy the skills, processes, technologies, applications, and practices used to support good decision making. It is not a software solution, it is not a methodology and it is not easy.

When business intelligence is used correctly, it presents a way of identifying the strengths and weaknesses of a company. It can inform strategy and drive profitability. And it can transform the culture of a company, from top to bottom. More and more companies are recognizing the true value of business intelligence and the competitive edge that comes with well-trained employees. Affecto Academy is established in all Nordic countries and has long been known for its cost-effective and high-quality training. Affecto Academy provides a wide range of advanced business intelligence related training for all organizational levels, from management to IT.

A first step to achieve a better return of investment and succeed in your Business Intelligence investment, is to have well-trained employees with correct and up-to-date knowledge, let us train you to success

I look forward to hearing from you!

Sincerely,

Peter Bergman

Affecto Academy

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updated January 2011

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COMPETENCE CARD

Our competence card offers a flexible and cost efficient solution for organizations who seek training for several employees in different competence areas.

A competence card includes all available training that we conduct. All employee categories are welcome to use the competence card. When purchasing a competence card you receive a certificate stating the competence card balance. Affecto Academy keeps track of your card account balance.

The cards are valid for 365 days from the first training date and may be used for all available courses offered in Stockholm and Göteborg.

Competence cards cannot be combined with other discounts or agreements. Non-used training

DAYS	PRICE	SAVINGS
10	60300	10,00%
15	85425	15,00%
25	139025	17,00%
75	402000	20,00%

days will not be refundable. First training course must start within 6 months from purchase date.

For courses offered in collaboration with other training partners i.e. VMware or Arrow ECS, 2 days will be withdrawn from the competence card balance for each training day.

Competence cards cannot be used to pay for TDWI- or courses leading to certification.

PERSONAL TRAINER

In order to provide you and your employees with a smooth and efficient start after course completion we include a Personal Trainer-service in the course-package. The service includes two hour's start-up counseling/advice by phone or digital media.



VISIT WWW.AFFECTO.SE/ACADEMY FOR FULL COURSE DESCRIPTION

BUSINESS ADVISORY

Building a Business Case for your Master Data Management program/initiative

In order to succeed with Master Data Management you need your business to buy-in and accept the long term commitment. Building the business case and involving the business in the process is a successful way to get this buy-in and show the business benefits. You will learn the process for how to specify and quantify business benefits from a MDM project or initiative.

Building your Business Case for Business Intelligence & Performance Management

To be able to get the appropriate level of funding to be successful and bring short as well as long term value require that you define and specifies in measurable term what benefits the business will have from investments within the area. Business Benefits have to be measurable and the business case have to cover all aspects of requirements for actually reach set targets. You will learn the process for how to specify and quantify business benefits for a Business Intelligence or Performance Management project or initiative.

Business Intelligence and Performance Management fundamentals from a business perspective

This course gives the attendee an introduction to the concepts of Business Intelligence and Performance Management. It's intended

for business and IT persons new to the area of Business Intelligence and Performance Management who seek a basic understanding of the business perspective and challenges and opportunities related to the area.

You will learn about the different building blocks of Business Intelligence & Performance Management; People, Processes, Applications & Tools. You will also learn why this is an area you have to treat with respect to be successful in the work you do within the area.

Business Intelligence fundamentals from a business perspective

This course gives the attendee an introduction to the concepts of Business Intelligence, Performance Management and Data Warehouse. It's intended for business and IT persons new to the area of Business Intelligence who seeks a basic understanding of the business perspective and challenges and opportunities related to the area.

You will learn about the different building blocks of Business Intelligence and Data Warehouse; People, Processes, Architecture, Applications and Tools. You will understand why this is an area you have to treat with respect to be successful in the work you do within the area. You will get basic capabilities of discussing of all the different aspects of business intelligence.

Data modeling for practitioners

Logical data and process modeling are two essential first steps in the development of information systems, for both transaction processing and decision support (data warehousing). But how do you become a great modeler? How do you make sure the next information system you develop begins with the proper foundation?

The purpose of logical data modeling is to discover, analyze, define and standardize the discrete facts required by the business to conduct its activities. A data modeler must be concerned with both correctly interpreting the information needs of the business and providing organization and reusability to the resulting data entities and attributes. To accomplish this purpose, a modeling candidate must learn certain skills, techniques and rules, and apply those lessons rigorously and consistently.

How to define a Business Intelligence & Performance Management Strategy

As in any area of the business you need to define a strategy for the work you do to be able to deliver long term sustainable value. This is as relevant within the BI & PM area as in any other area.

This course will learn you more about the different perspectives covered within a Business Intelligence and Performance

Management strategy, what needs to be included and why. You will gain knowledge of the key components of a Business Intelligence and Performance Management strategy and the process to define the strategy.

How to define a Master Data Management Strategy

As in any area of the business you need to define a strategy for the business in order to deliver long term sustainable value. This is as relevant within the MDM area as in any other area. On this course you will learn more about the different perspectives covered within a MDM strategy, what needs to be included and why.

How to establish a successful Business Intelligence Competence Center

To be successful within the area of Business Intelligence (BI) and Performance Management (PM), Business and IT people must meet across ordinary organizational borders to discuss and learn from each other to bring business value. A Business Intelligence Competence Center (BICC) focuses on what is possible and required within the area, thereby increasing business value for the organization. The BICC should have a long term view on BI & PM and create the vision and strategy for the area as well as taking responsibility for the governance and prioritizing projects

and initiatives within the area to maximize business benefits both on short and long term. You will learn about the building blocks of a Business Intelligence Competence Center, why they are important and the process to define a BICC within an organization.

Master Data fundamentals from a business perspective

This course is intended to give an introduction to the area of Master Data Management from a business perspective point of view. What business pains can you resolve? What are the business benefits and what do you have to consider entering a MDM program or initiative. You will learn what Master Data Management is and why it is important to care about it. You will be taught how Master Data Management is related to Business Intelligence and Performance Management

Requirement Management in Business Intelligence & Performance Management

Requirement management within Business Intelligence and Performance Management demands a slightly different approach to the ordinary requirement management process. The main difference is that the owners of the requirements most often do not know what is possible to accomplish and what to ask for. In addition they often need to team up with a "sparring" partner in the process and not

only someone who listens and takes notes on the requirements expressed. The overall goal is to capture the overall requirements from the business in order to reach set targets

Workshop Management

"Coming together is a beginning; keeping together is progress; working together is success"
 – Henry Ford

How do you hold efficient meetings? How do you help a group to be creative and reach their goals? How do you get everyone involved and willing to contribute and committed to the result?

This workshop course provides you with the necessary tools and techniques needed for creating efficient workshops. Led by a skilled trainer theory is mixed with practice through the different workshop processes. Students will prepare and facilitate workshops with feedback from both the student group as well as personal feedback from the trainer. After the course we offer you the opportunity to keep in touch with your trainer as a mentor.

COLLABORATIVE BUSINESS INTELLIGENCE

Requirements management in Collaborative Business Intelligence

Requirements management within Business Intelligence & Information Management demands a slightly different approach compared with the traditional requirement management process. The main difference is that the owners of the requirements most often have a vague idea about what is possible to accomplish and what functionality to ask for. Thus they often need to team up with a subject matter expert partner in the requirements process and not only someone who listens and takes notes on the requirements expressed. The goal is to capture the overall requirements from the business in order to reach set targets

How to define a collaborative Business Intelligence strategy

In any area of the business you need to define a strategy for the work you do to be able to deliver long term sustainable value. This is as relevant within the Collaborative Business Intelligence area.

This course will learn you more about the different perspectives covered within a Collaborative Business Intelligence strategy, what needs to be included and why. The course covers key components of a Collaborative Business Intelligence strategy and the process to define a Collaborative Business Intelligence strategy.

Bulding your business case for Collaborative Business Intelligence

To be able to get the appropriate level of funding to be successful and to bring short as well as long term value require you to define and specify, in measurable terms, what benefits the business will have from investments within Collaborative Business Intelligence. Business benefits have to be measurable and the business case has to cover all aspects of requirements to actually reach set targets. During this one-day course you will learn how to specify and quantify business benefits for Collaborative Business Intelligence.



CORPORATE PERFORMANCE MANAGEMENT

Excel as a BI tool for CEO and business controllers

On this course you will learn how to structure and work efficiently with large amounts of data; from textimport to OLAP-cubes. The course shows how to analyze and review data extracted from accounting systems and databases in order to prepare management reports based on actual, budget and cash-flow. You will learn how to present KPIs and create dashboards for presenting data as well as using drill-down capabilities for further analysis.

During this course you will learn how to gather and structure large amounts of data. Understand how to handle different types of data sources, flat files, databases and OLAP-cubes. You will learn how to use the text import wizard, MSQuery/ ODBC- data sources, connect to till Analysis Service (OLAP-cube). You will also learn how to build information dashboards with conditional formatting, sparklines and indicators. You will become skilled at Analyzing budgets and actuals by using pivot tables and drill-down on transactional data, create Pivot Charts to visualize complex business data and analyze business data from OLAP-cubes by using PowerPivot.

IBM Cognos Controller; Extended use

The course aims to provide inspiration and understanding of functionality, reports and terminology in order to optimize the system and its use. The course is for existing users who wish to increase their knowledge and take the usage to the next level.

During this one-day course you will work with closing versions, contribution versions and submissions, handle linked structures and linked actualities. Secure data quality through validations and reconciliations and import data through text files, staging tables and Cognos Framework Manager. The attendees will learn how to work with Financial Application Publisher and handle Allocations and advanced formula calculations. You will also gain a deeper understanding of how to work with non-financial data, for example Internal Control and to trace data and structural changes.

Optimize your Business Profitability

Learn more about Corporate Performance Management. Plan, control and optimize your business profitability with correct information and software support. Find out how you can gain more insight and benefit by combining initiatives

regarding process development, profitability modeling, planning, budgeting, consolidation and key performance indicators.

The course is an interactive workshop where the participants take on different roles and responsibilities. The mission is to help a fictive company make a turnaround using key building blocks of Corporate Performance Management.

DATA INTEGRATION

How to run successful Migration Projects – For business users

As companies keep updating their systems, shutting down old and setting up new ones, there will always be a need to transfer data, business rules and functionality to the new system. This migration challenge costs companies billions every year in project overruns because of a lack of understanding in the fundamental principles of migration.

You will learn the principles behind a successful migration project, how to avoid the pitfalls, reduce the risks and increase the overall value of the project.

We take the business side's perspective of managing and

planning an efficient migration project with focus on the ever so important and business critical data management work.

How to run successful Migration Projects – For technical users

As companies keep updating their systems, shutting down old and setting up new ones, there will always be a need to transfer data, business rules and functionality to the new system. This migration challenge costs companies billions every year in project overruns because of a lack of understanding in the fundamental principles of migration.

You will gain knowledge of the principles behind a successful

migration project, how to keep away from pitfalls, reduce the risks and increase the overall value of the project.

We take IT's perspective of technically managing a migration project with focus on data management, development, test data management, error management etc.



INFORMATICA

INFORMATICA
The Data Integration Company

Informatica Data Quality 9.x

Level I This three-day, instructor led course introduces the student to the Informatica Data Quality Workbench option through lecture and hands-on exercises. The course is designed for all users who are new to Informatica Data Quality. The course covers the basic tasks of using Informatica Data Quality.

Informatica PowerCenter 9.x Level I Developer

This four-day, instructor-led course provides the basic skills and knowledge developers new to Informatica PowerCenter require to implement data integration projects, exposing core features of PowerCenter release 9.x. In addition to gaining tremendous insight into the data integration platform, students will be exposed to Informatica Velocity Best Practices, troubleshooting techniques, and the use of technical support options. The course

concludes with workshops in which students design and implement a data integration project based on business requirements.

Informatica PowerCenter 9.x Level II Developer

This four day, instructor led course complements and extends "PowerCenter 9 Level I Developer" with advanced topics and extended labs. You will gain in-depth knowledge of Advanced Mapping Techniques, Advanced Workflow Techniques, Transaction Control, Workflow Recovery, Error Handling, Performance Tuning, Stored Procedures and Custom Transformations, Repository Reporting, Memory Allocation and Pipeline Partitioning

Informatica PowerCenter 9.x Administrator

This four-day, instructor lead course will give the student an understanding of PowerCenter's Service-Oriented Architecture, Unified Security Administration

and how to work with and manage Repositories, Deployments, Command-Line Scripting and Recovery. This course will detail the overall tasks of PowerCenter 9.x Administration.

Informatica PowerCenter 9.x

- New Features This one day, instructor led course exposes students to the new key features of PowerCenter version 9.x through lecture and hands on exercises. Features covered include the new Real Time Edition; the productivity-enhancing Mapping Architect for Visio and Mapping Analyst for Excel; the Reference Table Manager; and the Data Masking Option.



LAWSON

Business Performance Warehouse

This three-day course offers a thorough review of the Business Performance Warehouse (BPW) functions and design methods. We mix theory with practical training. The BPW course is designed for people seeking the basics skills as well as more BPW experienced developers looking for more in-depth knowledge. We offer the opportunity for students to contact us in advance if they wish to bring up any particular area during the course.



VISIT WWW.AFFECTO.SE/ACADEMY FOR FULL COURSE DESCRIPTION

SAP BUSINESS OBJECTS



Business Report Solution

Crystal Reports is a powerful, dynamic, actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.

This two-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge to plan and create reports that will help you analyze and interpret information.

As a business benefit, you will be able to increase your understanding of formulas, variables, arrays, templates, parameters, summaries, and sections.

This course will also help you make more effective report design decisions and create more efficient reports

Core and Connectivity

This three-day instructor-led course is designed to provide you with an understanding of how to create interactive visualizations based on Microsoft Excel workbooks using BusinessObjects Xcelsius.

A series of interactive content, demonstrations, examples and review quizzes will help you better understand how to use Xcelsius.

The business benefit of this course is that users with data in Microsoft

Excel workbooks will be able to quickly create visualizations and dashboards with minimal effort.

Administration and Security

This two-day instructor-led course explains how to perform the tasks in the Central Management Console (CMC). These tasks involve supporting BusinessObjects TM Enterprise users and groups so they can access corporate data through the web portal in BusinessObjects Enterprise.

This corporate data can take the form of Crystal Reports, BusinessObjects Web Intelligence, or Desktop Intelligence documents, Voyager workspaces, program objects, object packages, and popular third-party objects, such as Microsoft Word and Excel files, among others.

The business benefit of this course is that it provides a foundation for system architects/administrators to effectively manage both users and content on the BusinessObjects Enterprise platform.

Data Integrator XI Core Concepts

In this three-day course, you will learn about creating, executing, and troubleshooting batch jobs, using functions, scripts and transforms to change the structure and formatting of data, handling errors, and capturing changes in data.

As a business benefit, by being able to create efficient data integration projects, you can use the transformed data to help improve operational and supply chain efficiencies, enhance customer relationships, create new revenue opportunities, and optimize return on investment from enterprise applications.

Designing and deploying a solution

This four-day instructor-led course teaches system administrators the skills and knowledge required to design and deploy a BusinessObjects Enterprise system.

In this course, students will learn how to analyze and identify customer requirements in order to design a BusinessObjects Enterprise solution using the concepts of High Availability, Scalability, Sizing, DisasterRecovery and Lifecycle Management.

Using a case study, students will design, build and troubleshoot a system and then produce a content management plan using advanced security and replication techniques.

The business benefit of this course is that it provides system architects/administrators with an understanding of the concepts necessary to effectively design and deploy a Business Intelligence solution using the BusinessObjects Enterprise platform

Fundamentals of Report Design

Crystal Reports is a powerful, dynamic, actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.

This two-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge to plan and create reports that will help you analyze and interpret information.

As a business benefit, you will find that this course is an in-depth approach to the entire report creation cycle from planning a report prototype to distributing a report.

Planning and Consolidation

This course is delivered as live classroom training. It is designed for individuals who are responsible for application development and administration of SAP Business Planning and Consolidation 7.0. The student will learn the features and capabilities and the general procedures required to create an application.

You become skilled at architecture and terminology and how to create an application set, dimensions and properties, applications and applying dimensions and how to creating business process flows. You will be introduced to Logic/ Calculations and learn how to load and validate data and working with BPC for Excel Developing Reports.

Report Processing Strategies

This one-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge required to plan and create reports that will help you analyze and interpret important information.

Crystal Reports is a powerful, dynamic, actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.

As a business benefit, you will find that your increased understanding of report processing, formulas, custom functions and subreports will help you make more effective report design decisions and create more efficient reports

Web Intelligence Advanced Report Design

BusinessObjects™ Web Intelligence™ is a query, reporting and analysis tool that allows you to access the data in your corporate databases directly from within BusinessObjects Enterprise™ InfoView™ and to present and analyze this information in a Web Intelligence document.

This one-day instructor-led classroom course is designed to give you the comprehensive skills needed to apply alternative query and reporting techniques when creating complex Web Intelligence documents. After completing

this course, you will be able to create combined queries and use sub-queries.

You will also be able to use character and date string functions, create variables using "If" logic, redefine calculation contexts, and create hyperlinks in your documents using Web Intelligence dialog boxes.

Web Intelligence Report Design

This two-day instructor-led course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze and share data using BusinessObjects™ InfoView™ and BusinessObjects™ Web Intelligence™.

During this course, you'll learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using BusinessObjects universes and to use Web Intelligence to enhance documents for easier analysis.

You'll also learn how to organize, manage and distribute documents using InfoView. After taking this course, you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users.

SERVICE MANAGEMENT

Effective Service Management for BI-systems

There is a growing trend that organizations spend increasing portions of the IT- and business budget on Business Intelligence (BI) systems and solutions. A reason for this is that BI systems tend to be classed as more business critical, which surveys by market leading analysts are showing.

The business processes that BI systems support, differs from

general production and administrative processes. This reality makes it harder to identify, gather and implement requirements, as well as supporting the business needs from a system development and service management point of view.

This course focuses on the pitfalls in setting up service management for BI systems and how to avoid them by creating governance and service management structures that support the way

business utilizes BI-solutions. The foundation for the course is ITIL and PMI – adapted to BI environments, based on research, surveys and Affecto's extensive experience in developing and managing BI environments.



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Makes smart people even Brighter!

Affecto builds IT solutions that enable organisations to integrate strategic targets with their business management. Our business intelligence (BI) solutions utilise information generated by ERP and other IT systems and process it further, into genuine added value. Affecto also delivers solutions for improving and simplifying processes in customer organisations

and offers geographical information services. Affecto provides BI solutions in the Nordic and Baltic countries, and for operations solutions, the company has a presence in Finland and in the Baltic region. Based in Helsinki, the company has subsidiaries in Finland, Sweden, Norway, Denmark, Estonia, Lithuania, Latvia, and Poland.

Affecto

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