

Resource Management | OOTB Introduction

Your Guide: Sara Garvey



Introductions

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards



Agenda

- Introduction
- Resource Management Overview
- Resource Access/Properties
- Resource & Role Allocation
- Resource Views
- Resource Management in the Modern UX

Part I: Introduction

Discuss Rego Base Configuration

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Rego Base Configuration

- This demo environment has Rego's OOTB Base Configuration applied
- The base configuration is composed of 3 main activities:
 - Base setup of items – entity, fiscal periods, financial class fields with 1 value, datamart and other jobs, etc. without this, most of the OOTB views and jobs will not work.
 - Simplify the UI – Based on what we have seen with hundreds of implementations, we “hide” not delete certain OOTB fields and leave the most common fields. For example, Risk has about 50 fields, but most clients use only about 10. Another example is that project has 6 subpages with hundreds of fields, and most clients simplify to 2 subpages and about 50 fields. This is just for the initial sessions, after which, if the client needs them, we can unhide other OOTB fields. Status report is another example where there are about 20 fields and we hide 6 of them that 95% of our clients do not use.
 - Install several Rego accelerators for security groups, workflows, and portlets. We adjust the menu to include them – views that are most commonly used.

Part II: Resource Management Overview

Accessing Resources
Resource Properties

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Resource Management Definition

- Resource Management is the efficient and effective use of organization resources when they are needed
- CA PPM Resource Management is the practice of managing resources in order to have the right resources working on the right projects, at the right time based on real time project timelines as the project is further defined
- Resource Management functionality in its totality includes forecasting capacity and demand, understanding over and under allocated resources and understanding how much time it has taken to deliver a specific project, or task. This functionality enables you to control and predict resource utilization throughout the Project lifecycle and across the organization

Why is Resource Management Important?

- Reduces risk by enabling management to easily identify resourcing constraints
- Enables alignment of resources to the highest priority projects
- Reduces the amount of manual efforts required to develop and maintain resource plans
- Improves ability to be more proactive and efficient in resourcing
- Creates transparency of resource information
- Provides consistent resource capacity vs. demand functionality and reporting at the resource, project, program and portfolio levels

Data Sources for the 4 A's

Resource Record ➡ Availability and Role Association

- Represents overall time the resource has to perform work
- Hours on the calendar represent capacity
- Attributes (Role, Primary Skill) used for capacity

Team ➡ Allocations

- Allocated commitment of resource/role
- Start/Finish/Effort per Investment

Task ➡ Actuals, ETC and Assignments

- Actual work from timesheet
- Remaining work (ETC)

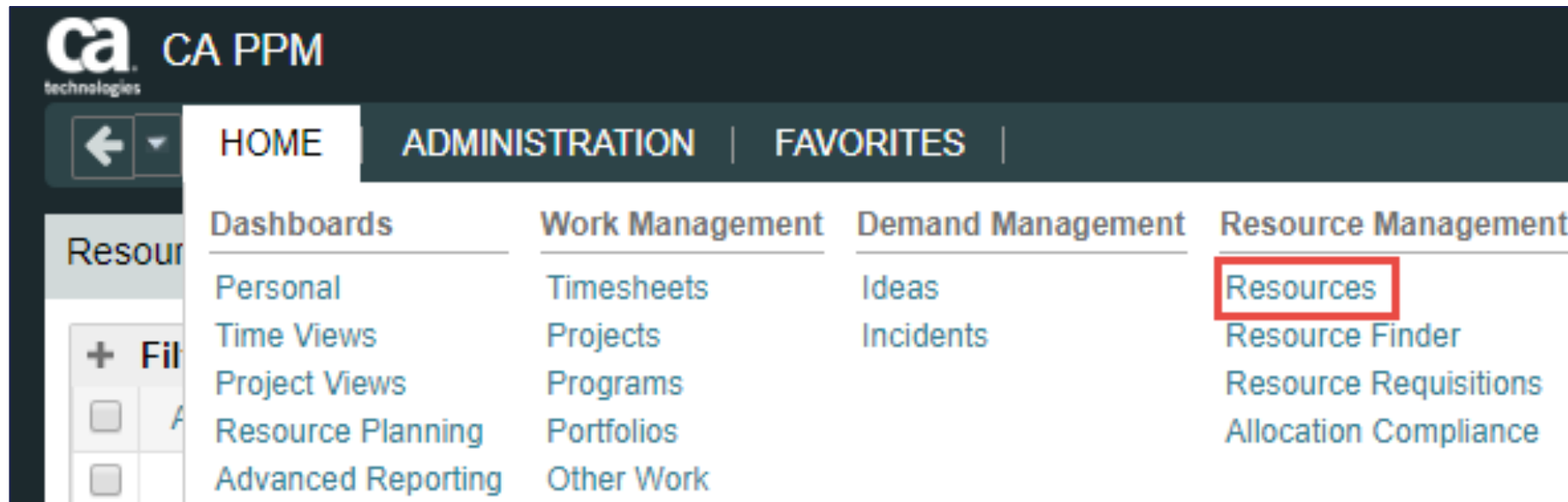
Part III: Resource Access / Properties

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Access Resources

- To access resources, hover over Home, then click Resources under Resource Management
- Note that navigation bar links and section headers may be different depending on how your CA PPM administrator has configured the interface
 - Also be aware that access depends on having the correct security rights. (RMs typically have more access than team members who just enter time)



Resource List

Resource List view displays all the resources the end user has access to and is divided into two sections

- Click the + sign to Expand the Filter if it is collapsed by default
 - The top portion of the screen is a filter allowing you to search CA PPM for items meeting specific criteria
 - The bottom portion of the screen is the list that displays the results of your filter criteria

The screenshot shows the 'Resource List' interface. A red box highlights the minus sign icon next to the filter header, with an annotation 'Shows/Hides the filter'. A red arrow points to the 'Filter' button, with an annotation 'Click a heading to sort by that value'. A blue box on the right contains the text 'Base Configuration – Resource Security Groups'. A red arrow points to the table of results, with an annotation 'Filter results display here'.

Filter Section:

- Filter: System Default ▼
- Resource/Role Name:
- Resource/Role ID:
- OBS Unit: (with clear and add icons)
- OBS Unit - Filter Mode: Unit only ▼
- Resource Manager: (with clear and add icons)
- Primary Role: All ▼
- Resource Type: All ▼
- Employment Type: All ▼
- Active: Yes ▼
- Is Role: All ▼
- Power Filter: [Build Power Filter]

Buttons: Filter, Show All, Save Filter, Clear

Table:

Active	Resource/Role ▲	Resource/Role ID	Email Address	Employment Type	Primary Role	Resource Manager
<input type="checkbox"/>	✓ Admin, PMO	csk.admin	admin@mailserver.com	Employee		
<input type="checkbox"/>	✓ Administrator, clarity	ppmjasperadmin	username@mailserver.com	Employee		CA On Demand, Administrator
<input type="checkbox"/>	✓ Administrator, PPM	admin	support@regoconsulting.com	Employee		Administrator, PPM

Resource Security

- Access to the resource is controlled via CA PPM Security Groups:
 - You may have read/write access or read only access to all resources
 - You may have read/write access to only those resources you are designated as RM
- Security Groups in Base Configuration:
 - Resource Creator (typically Admin)
 - View and/or edit resource
 - Book resources to projects
 - Report access

Dashboard Properties Team Tasks Financial Plans Chargebacks Hierarchy Risks/Issues/Changes

Project: Project Planning Software Training - Properties - Main - General

Open in Scheduler Scenario: [--Select--]

General

Project Name: Project Planning Software Training

Project ID: PR000020

Project Type: Major Project

Status: Unapproved

Charge Code: [--Select--]

Progress: Not Started

Project Manager: McGuire, Noreen

Stage: Initiation

Goal: [--Select--]

Priority: 30

Description

Description

Schedule

Start Date: 1/29/2018

Finish Date: 5/14/2018

Baseline Start

Baseline Finish

Status

Status Indicator: On Track

Status Comment

Save Save And Return Return

Accessing Resources



1. Home > Resource Management > Resources
2. Click on the **+** sign to expand the filter
3. Enter **filter criteria** (optional)
4. Click **Filter**
5. Click on the **Resource** in the list to open

Resource List



— Filter: System Default ▾

Resource/Role Name

Resource/Role ID

OBS Unit  

OBS Unit - Filter Mode

Resource Manager  

Primary Role

Resource Type







Employment Type

Active

Is Role

Power Filter

Base Configuration – Resource Filter section is simplified

<input type="checkbox"/>	Active	Resource/Role ▲	Resource/Role ID	Email Address	Employment Type	Primary Role	Resource Manager
<input type="checkbox"/>	✓	Admin, PMO	 csk.admin	admin@mailserver.com	Employee		
<input type="checkbox"/>	✓	Administrator, clarity	 ppmjasperadmin	username@mailserver.com	Employee		CA On Demand, Administrator
<input type="checkbox"/>	✓	Administrator, PPM	 admin	support@regoconsulting.com	Employee		Administrator, PPM
<input type="checkbox"/>	✓	Administrator, XC	 xc_admin	xc_admin@mailserver.com	Employee		Administrator, PPM
<input type="checkbox"/>	✓	Architect	 csk.architect				
<input type="checkbox"/>	✓	Bolin, Rod	 rbolin	claritydev@regoconsulting.com_DNU	Employee		Joshi, Navdeep

The Resource Profile

- In order for Resource Management to function appropriately, it is necessary for the fundamental resource data within CA PPM to be current and accurate at all times
 - Properties Tab– Provides the detail that feeds into the overall functional capabilities of the resource (Role) and the amount of time the resource is able to work (Availability)
 - Skills Tab – Identifies the abilities of a resource to perform tasks within a project.
 - Allocations Tab– The commitment of the resource to work a set amount of time on a project
 - Document Manager Tab – Provides repository for documents associated to resource. (e.g. Signed Non-Disclosure Agreement)
 - Calendar Tab – Aligned to the organization's holidays and planned days off. Determines days the resource is available to work on projects



Resource Properties

- Base Configuration - General
 - Sections organized
 - Attributes renamed, hidden or moved to other subpages
 - Defaults set
 - Time reporting periods created
 - Properties tab dropdown updated with concise subpage options

The screenshot displays the 'Resource Properties' form. The 'Properties' tab is selected, and its dropdown menu is open, showing options like 'Main', 'Financial', 'Contact Information', 'Properties', 'General', 'Admin', and 'Access to this Resource'. The 'General' sub-option is currently selected. The form fields include:

- Last Name: Bolin
- First Name: Rod
- Resource ID: rbolin
- Email Address: claritydev@regoconsulting.com_DNU
- Booking Manager: Garvey, Sara
- Resource Manager: Joshi, Navdeep
- Primary Role: Project Manager
- Employment Type: Employee
- Availability: 8.00
- Department OBS: (empty field)

 The bottom of the form features 'Save', 'Save And Return', and 'Return' buttons, and a legend stating '* = Required' and '* = Unique'.

Resource Properties

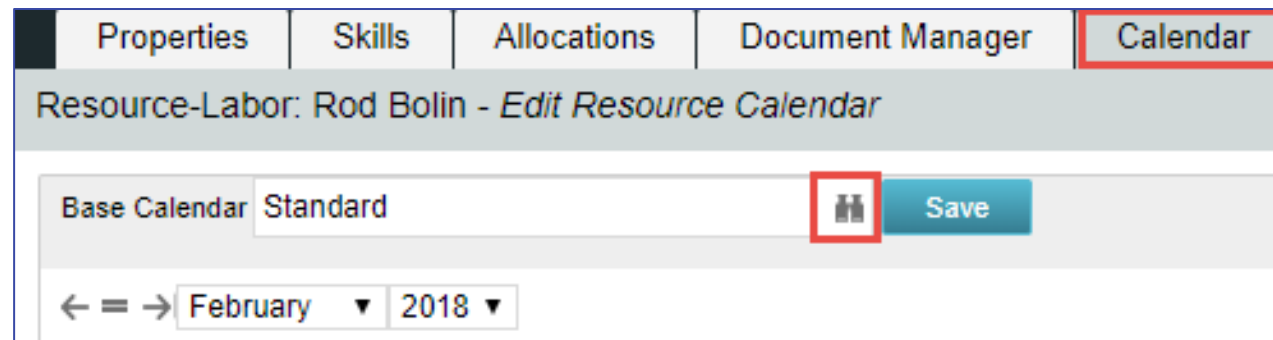
- Admin Subpage
 - Security restricted
 - Defaults set
 - Input Type code setup

Properties ▾	Skills	Allocations	Document Mana
Main	Properties	Access to this Resource	
Financial	General	Full View	
Contact Information	Admin	Resource Group	

Properties ▾	Skills	Allocations	Document Manager	Calendar
Resource-Labor: Rod Bolin - Main - Admin				
Admin				
Date of Hire	12/1/2014	Active		<input checked="" type="checkbox"/>
Date of Termination		External		<input type="checkbox"/>
Input Type Code	Regular ▾	Open for Time Entry		<input checked="" type="checkbox"/>
Track Mode	PPM ▾	Include in Datamart		<input checked="" type="checkbox"/>
<div> <div>Save</div> <div>Save And Return</div> <div>Return</div> </div>				

Resource Calendar

- Each Resource is associated with a Base Calendar on the Calendar tab of their resource profile. The Base Calendar typically provides the corporate holidays for a particular region/location within the organization



The screenshot shows a web application interface for editing a resource's calendar. At the top, there are five tabs: Properties, Skills, Allocations, Document Manager, and Calendar. The Calendar tab is selected and highlighted with a red border. Below the tabs, the page title is "Resource-Labor: Rod Bolin - Edit Resource Calendar". The main content area has a "Base Calendar" label followed by a dropdown menu showing "Standard". To the right of the dropdown is a red square icon containing a calendar symbol, and a blue "Save" button. At the bottom, there is a navigation bar with left, right, and equals arrows, followed by a dropdown showing "February" and another dropdown showing "2018".

- Base calendars and calendars for each country/region
- Calendar sets the capacity of the resource

Part IV: Resource and Role Allocation

Allocating a Resource
Update Resource Allocation

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Allocating a Resource to a Project

- Once the resource profile is complete, the resource must be allocated to one or more projects on which they will perform work
- Depending on the delineation of responsibility within the organization, resource allocation may be done in one of two ways:
 - The Resource Manager (RM) allocates (or adds) resources to project teams from within the resource profile
 - The Project Manager (PM) allocates (or adds) resources to project teams from within the project structure

Three Types Of Booking Status

Soft Booking – Represents the ‘planned’ use of a role or resource on the project

- Roles are only Soft Booked
- Typically PMs have the ability to Soft Book named resources

Hard Booking – The ‘commitment’ of a named resource to the project

- Resources are Hard Booked
- Typically the RMs have the Hard Book right for their direct resources

Mixed Booking – Is a change in what was agreed to by the RM

- Mixed Booking occurs when the Planned does not equal the Committed
- Typically occurs when the PM needs to change the planned (Soft Booking)

Allocating a Resource to a Project

- Access resource allocation details by clicking the Allocations tab within the resource profile
- Projects to which the resource has already been allocated are displayed in the list

Resource-Labor: Rod Bolin - Resource/Role Allocations												
Scenario: [--Select--] Actions												
+ Filter: System Default												
<input type="checkbox"/>		Investment	Investment Manager	Investment Role	Booking Status	Open for Time	Allocation Start	Allocation Finish	Average Allocation %	Allocation	Actuals	ETC
<input type="checkbox"/>		A Fantastic Project	Joshi, Navdeep		Soft	✓	2/2/15	4/30/18	100.0%	6,736.00	0.00	248.00
<input type="checkbox"/>		Online Application	Bolin, Rod		Soft	✓	11/29/17	3/1/18	25.0%	128.00	0.00	0.00
<input type="checkbox"/>		Online Application Idea	McGuire, Noreen		Soft	✓	11/29/17	3/1/18	25.0%	128.00	0.00	128.00
<input type="checkbox"/>		OWB Project	McGuire, Noreen		Soft	✓	1/29/18	5/14/18	100.0%	608.00	0.00	0.00
<input type="checkbox"/>		2018 Software Implementation Project	Bonham, Jessica		Soft	✓	10/2/17	4/30/18	10.0%	164.80	0.00	0.00
Total										7,764.80	0.00	376.00
Displaying 1 - 5 of 5												
Save Add Remove												
Highlighted rows = Approved Flag												

Part V: Resource Views

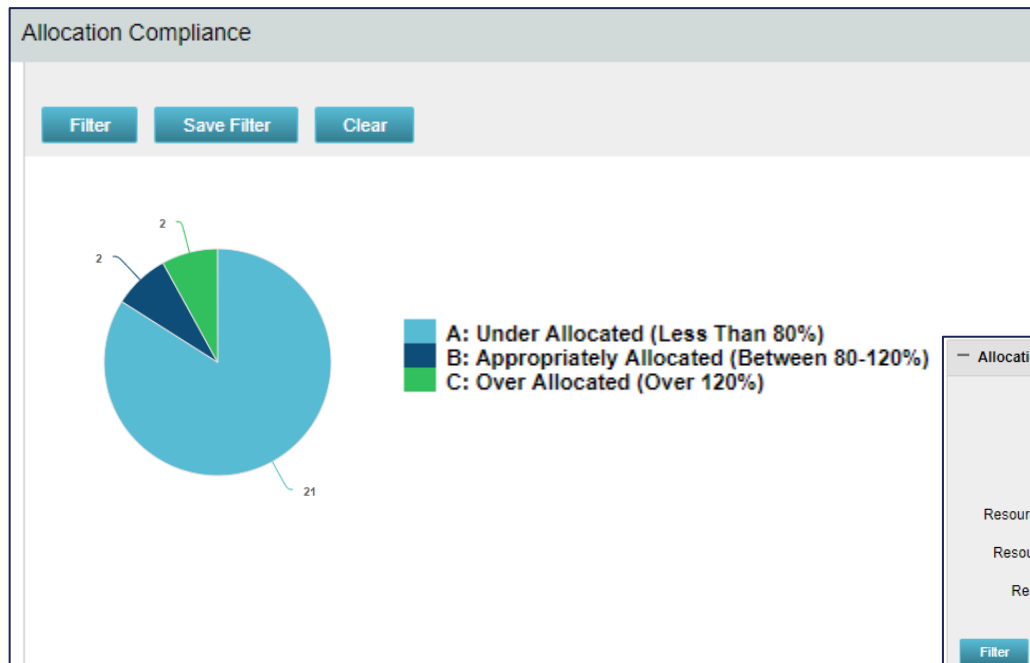
Dashboard and Portlet views

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Base Configuration Portlets – Allocation Compliance

- The Allocation Compliance List portlet is used in conjunction with the Allocation Compliance Pie Chart. Once the user selects a specific section of the chart, the Allocation Compliance List will display a list of resources fulfilling that selection



- Additional filter criteria can be used in the Allocation Compliance List

Allocation Compliance List

Allocated

Allocation %

Availability

Resource Internal ID

Resource Manager

Resource Name

Filter Show All Save Filter Clear

Resource Name	Resource Manager	Availability	Allocated	Allocation %
Bonham, Jessica	Administrator, PPM	512	640.12	125.0
Joshi, Navdeep	Administrator, PPM	512	632.00	123.4
Total Availability and Allocation & Average %		1,024	1,272.12	124.2

Displaying 1 - 2 of 2

Base Configuration Portlets

- Time Views: Time by Resource
 - Filter by Resource OBS, Resource or Investment
 - Time scale options: Annually, Daily, Monthly, Quarterly or Weekly

Time Views: Time by Resource

Time by Resource

Resource OBS: Time-scaled Value: Weekly

Stat Date: 10/1/2017 End Date: 11/30/17

Resource: Investment:

Filter Save Filter Clear

ID	Name	Resource	2017-10-02	2017-10-09	2017-10-16	2017-10-23	2017-10-30	2017-11-06	2017-11-13	Total to Date
PR000001	2017 Integration Project	Bonham, Jessica	40			40		40		120
PR000003	2017 New Product Development	D'souza, Leo	40			40	40	40	40	200
PR000005	2017 Resource Project	Jena, Santanu	40	40		40	40	40		200
PR000008	2017 Security Project	Joshi, Navdeep	40	40			40	40		160
PR000001	2017 Integration Project	Kunkulol, Atul	40				40	40		120

Part VI: Resource Management in the Modern UX

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Modern UX Overview

- The Modern UX provides a new way for PMs, RMs and Team Members to perform the majority of their Project and Resource Management-related activities
- Modern UX became available with version 15, and functionality has been added/improved with each release of 15.1 through 15.4. Notes on subsequent slides are related to release 15.4






Modern UX Security Rights

- New security rights, related to the new UX, are available in 15.4:

Security Rights Related to the New UX		New in 15.4
General		
Classic PPM - Navigate	Allow access to Classic PPM from new PPM UI	
Blueprints		
Blueprint - Create Copy	Allows user to create a copy of an existing Blueprint. Includes Blueprint - View - All right.	
Blueprint - Delete - All	Allows user to delete all Blueprints except the Standard Blueprint. Includes Blueprint - View - All right.	
Blueprint - Edit - All	Allows user to edit all Blueprints except the Standard Blueprint. Includes Blueprint - View - All right.	
Blueprint - View - All	Allows user to view all Blueprints.	
Projects		
Project Management - Navigate	Allows user access to the project management pages in the new user experience. The user will only be able to view information for projects to which the user has access.	
Resource Management / Staffing		
Roadmap - Author - All	Allows the Roadmap Author to view, edit and delete the Roadmap and manage roadmap-specific picklists in the new user experience.	x
Roadmap - Create	Allows user to create Roadmaps in the new user experience. The creator of the Roadmap automatically becomes the Author and can edit or delete the Roadmap.	x
Roadmap - Delete - All	Allows user to view and delete all Roadmaps in the new user experience.	x
Roadmap - Edit - All	Allows user to view and edit all Roadmaps and manage roadmap-specific picklists in the new user experience.	x
Roadmap - Navigate	Allows user access to the Roadmap pages in the new user experience. The user will only be able to view information for Roadmaps to which the user has access.	x
Roadmap - View - All	Allows user to view all Roadmaps in the new user experience.	x
Resource Management / Staffing		
Staffing - Navigate	Allows user access to the resource staffing pages in the new user experience. The user will only be able to view staffing information for resources to which the user has access.	
Resource Forecast Rate - Edit	Allows user to view resource forecast column in Staffing grids and edit forecast rate in flyout in the new user experience. Includes Resource Forecast Rate - View right.	
Resource Forecast Rate - View	Allows user to view resource forecast column in Staffing grids and forecast rate in flyout in the new user experience.	

Staffing Overview

- 15.2 introduced Resource Management/Staffing functionality
- View and Edit Resource Allocations
- Green/Red threshold highlighting
- Does not support mixed bookings.

Current Time Period → 		<input checked="" type="checkbox"/> FTE <input type="checkbox"/> Forecast				
Resources Investments		Select Filters 				
		2017-03	2017-04	2017-05	2017-06	TOTALS
		FTE	FTE	FTE	FTE	FTE
×	PINNED (3) ALL	4.20	3.95	3.95	3.85	0.74
★	▼ Andy Cooper 	0.80	0.65	0.65	0.65	0.14
	Collaboration Initiative	0.40	0.40	0.40	0.40	0.04
	Industry Trade Show	0.40	0.25	0.25	0.25	0.10
	Personalized online shoppin...	0	0	0	0	0
★	> Derrick Joseph 	0.70	0.90	0.90	0.90	0.21
★	> Diane Durand 	2.70	2.40	2.40	2.30	0.40

Allocation Details

- View allocation details by clicking on a Project (or Resource) Name.
- Update Allocation details, including Allocation %
- Not editable from within the project.

The screenshot displays the CA PPM interface. On the left, a sidebar contains icons for home, resources, investments, and a red box highlights the 'Resources' icon. The main area is divided into two sections: 'Resources' and 'Requests'. The 'Resources' section shows a table of resources with columns for 'Pinned (4)', 'ALL', 'HOURS', and 'FORECAST'. The 'Requests' section shows a table of requests with columns for 'HOURS' and 'FORECAST'. On the right, a detailed view for 'James Gille' is shown, including 'DETAIL' and 'CONVERSATIONS' tabs. The 'DETAIL' tab is active, showing 'INVESTMENT' details, 'INVESTMENT MANAGER' (Carlos Perez), 'ALLOCATION DATES' (Start Date: Apr 01 2016, Finish Date: Mar 31 20...), 'ALLOCATION %' (100), 'INVESTMENT ROLE' (Architect), 'BOOKING STATUS *' (Hard), 'FORECAST RATE' (50), and a checkbox for 'Open for Time Entry'.

Resources	
Pinned (4)	ALL
James Gille	134.00
APJ Research and Devel...	84.00
Quintiles Project 1	50.00
Jason Berry	84.00
Joe Almeida	1,235.60
Paul Berks	0
Rod Bolin	168.00
Ross Hensel	302.00
Sara Garvey	226.80
Sarah Preston	0

Requests	
HOURS	FORECAST
Architect	336.00
Business Analyst	168.00

James Gille
APJ Research and Development Center (AS1010)

DETAIL CONVERSATIONS

INVESTMENT
APJ Research and Development Center (AS1010)

INVESTMENT MANAGER
Carlos Perez

ALLOCATION DATES
START DATE: Apr 01 2016
FINISH DATE: Mar 31 20...

ALLOCATION %
100

INVESTMENT ROLE
Architect

BOOKING STATUS *
Hard

FORECAST RATE
50

☒ Open for Time Entry

Role Requests

- Use the *Resource Manager* field on role requests to indicate the individual responsible for staffing the request

The screenshot displays a software interface for managing resources and role requests. It is divided into three main sections: Resources, Requests, and a Details panel.

Resources Section: Shows a table of resources for the current time period (2017-09). The table has columns for Hours and Forecast.

	HOURS	FORECAST
PINNED (4)	2,150.40	76,520
ALL		
> James Gille	134.00	9,200
> Jason Berry	84.00	4,200
> Joe Almeida	1,235.60	1,000
> Paul Berks	0	0
> Rod Bolin	168.00	0
> Ross Hensel	302.00	30,200
> Sara Garvey	226.80	31,920
> Sarah Preston	0	0

Requests Section: Shows a table of requests for the current time period (2017-09). The table has columns for Hours and Forecast.

	HOURS	FORECAST
Architect	504.00	13,440
Quintiles Project 1	336.00	13,440
SG - Test Project	168.00	0
> Business Analyst	168.00	0
> Sr. Developer - Java	0	0

DETAIL Panel (Architect): Provides details for the selected role request (Quintiles Project 1). It includes fields for Investment Manager (Joyce Bauer), Allocation Dates (Start: Jan 01 2017, Finish: Nov 30 2017), Allocation % (100), Forecast Rate (80), and Role Request (Architect). The Resource Manager field is highlighted with a red box and shows "Hensel, Ross".

A red arrow points from the "Quintiles Project 1" entry in the Requests table to the "Hensel, Ross" entry in the Resource Manager field of the Details panel.

New UX: Resource Management (2)

- Pin specific Projects so they appear in the list first
- Copy and Paste functionality in cells (similar to excel)
- Ability to view allocation by investment or resource

Investments Resources			Select Filters					
			2017-02	2017-03	2017-04	2017-05	2017-06	TOTALS
			FTE	FTE	FTE	FTE	FTE	FTE
×	PINNED (0)	ALL	39.80	39.33	49.84	49.32	47.84	41.19
✓	B2B Enhancements	⊕	6.00	6.00	4.55	4.45	4.40	4.82
	Dudley Danes	🕒	0.70	0.70	0.20	0.20	0.20	0.31
	Hank Fisher	×	0.40	0.40	0.20	0.20	0.15	0.22
	Mike Jones	×	0.40	0.40	0.40	0.30	0.30	0.31
	Nicole Fleming		0.20	0.20	0.20	0.20	0.20	0.20
	Peter Phillips	🕒	0.50	0.50	0.20	0.20	0.20	0.33
	Ray Fowler	×	0.60	0.60	0.15	0.15	0.15	0.25

New UX: Resource Management (3)

Clear All Pinned Items
(Works in both the Pinned and All tabs)

Conversations
(Will only display if you have a conversation)

Open Requests
(Will only display if you have open requests)

Add/Remove
(+: Add child record, X: Removes child record)

Over/Under Allocation
(Green=Under, Red=Over) ***

Request Status
(Cell Color: Soft=Blue, Hard=White)

Pinning
(Hover and Click to Pin a Record. When pinned, icon is always visible)

Inactive
(Cell Color=Light Grey) *

Read-Only
(If this area is blank, you have read-only access. Cell values are greyed out)

Locked Record
(Grey text and cell values) **

Actuals
(Actuals posted for this record) **

Date Boundaries
(Blank indicate cells are outside investment dates)

CA PPM		Current Time Period							
Resources Investments		Select Filters							
		2017-02	2017-03	2017-04	2017-05	2017-06	2017-07	2017-08	
		FTE	FTE	FTE	FTE	FTE	FTE	FTE	
Pinned (2)		5.48	4.68	6.45	6.64	4.50	4.00	4.00	
Adriana Ramos		3.00	3.00	3.00	3.00	2.45	2.00	2.00	
4G Upgrade Readiness		1.00	1.00	1.00	1.00	0.45			
eBusiness Mobile Network		1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Mobile Time and Approvals		1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Alex Garcia		0.53	0.68	1.45	0.90	0.05	0	0	
eBusiness Mobile Network		0	0	0	0	0	0	0	
Executive Dashboard Visibility		0.25	0.13	0.90	0.35	0.05			
Learning Management System Upgrade		0.28	0.55	0.55	0.55				
Alex Riviera		1.95	1.00	2.00	2.74	2.00	2.00	2.00	
Client Services Datamart		0.95	0	0	0.74				
eBusiness Mobile Network		1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Upgrade Technology Center				1.00	1.00	1.00	1.00	1.00	

* Inactive color has precedence over Request Status color.

** Lock and Actuals icons have precedence over "X" icon.

*** For the Investment to Resource view, it only displays red for over-allocation

Questions?



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Thank You For Attending regoUniversity

Instructions for PMI credits

- Access your account at pmi.org
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCR's** button under the **Report PDU's**
- Click on **Report PDU's**
- Click on **Course or Training**
- Class Name = **regoUniversity**
- Course Number = **Session Number**
- Date Started = **Today's Date**
- Date Completed = **Today's Date**
- Hours Completed = **1 PDU per hour of class time**
- Training classes = **Technical**
- Click on **I agree** and **Submit**



Let us know how we can improve!
Don't forget to fill out the class survey.



Phone

888.813.0444



Email

info@regouniversity.com



Website

www.regouniversity.com