

Essentials of Project Portfolio Management

Every project is an investment. Effective Project Portfolio Management (PfM) provides guidance on how to best manage an institution's portfolio of project investments. This 1-day course explains what PfM is and provides examples of the processes and governance structures the management team needs for its successful implementation. Emphasis is placed on how to ensure that only the highest value projects receive funding. *Essentials of Project Portfolio Management* demonstrates how to get the most out of every project dollar.

Topics include:

- Why successful project delivery is not enough
- Every project is an investment
- Four levels of Project Success
- Optimizing long-term project value
- The promise of PfM
- Steps for improving the PfM process
- Role of the Executive Team in PfM
- Primary business processes of PfM
- Choosing the right projects at the right time
- Reporting on portfolio results
- Managing the project pipeline for optimal value

Who should attend

The course is ideal for anyone who needs a quick understanding of PfM: Portfolio Managers; anyone who uses projects to execute Business Strategy; CEO, CFO, CIO, other Senior Executives; PMO Directors; Functional Managers and Executives with project responsibility.

Prerequisites

This course does not require any special knowledge of project management concepts, although a basic understanding is helpful for some of the exercises.

Course Information

- **Course I.D. Number:** 1015
- **Duration:** 1 day
- **Participants receive:**
 - PMP®-certified instructor
 - Comprehensive Participant Guide
 - PfM templates
 - Certificate of Participation
 - 7 PDU's (Technical: 3 Leadership: 2 Strategic: 2)
- **Typical class size:** 6 to 20 attendees
- **Delivery:** Virtual or onsite

Why should I take this course?

- *Essentials of Project Portfolio Management* presents a quick but thorough review PfM and its potential impact. Take home a new understanding of how projects relate to Business Strategy.
- Learn what you can do to ensure that you choose the right projects at the right time, give them what they need to succeed, and reap the benefits of the Business Value that they can deliver.

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Course Outline

Section 1: Introduction to Project Portfolio Management (PfM)

- What is PfM?
- When is formal PfM needed?
- What Management can Expect from Formal PfM

Section 2: PfM Process Overview

- Planning to Reach all Four Levels of Project Success
- Defining the Portfolio
- PfM Overview – Who does What
- Maximizing Business Value – Optimizing Strategic Support
- PfM Governance
- Introducing formal PfM to your Organization

Section 3: Project Selection

- The Project Proposal (Project Charter)
- Project Categorization – Foundation for Funds Allocation
- Project Valuation – Measuring the Merits of each Project
- Project Selection: Participants, Approach, and Tools

Section 4: Project Prioritization and Authorization

- Prioritizing Projects: Recognizing the Best
- Role of Management
- Ensuring Projects support Strategy
- Master Projects Schedule: a Time-phased Delivery of Value
- Project Prioritization Logic
- Authorization and Budgeting
- Managing the Project Pipeline

Section 5: Periodic Reviews and Reporting

- Defining the Reporting Process
- Keeping Portfolio Stakeholders Informed
- Choosing PfM Metrics
- The PfM Dashboard

Learning Approach

- Portfolio Management Training delivers important insights into the project selection and funding process that are not available in standard Project Management Training. This course is executive training at its best.
- A highly experienced instructor will use interactive lecture format, hands-on exercises, team activities, group discussions and other techniques to drive home the essential points of this material

Licensing

Use this course to teach your students! This course is available under license to qualified Training Providers. See: <http://www.cvr-it.com/coursewareondemand/> for details or contact us: **800.877.8129** or **info@cvr-it.com**