

## Essentials of Project Portfolio Management

### Course Description

#### **The Challenge**

It has become widely understood that Project Portfolio Management (PPM), when properly implemented, can have a dramatic impact on the bottom line. What is not well understood is that every enterprise already has PPM in place. The question is not “Does it exist?”, but rather “Is the current PPM process effective?” Given that PPM is essential to carrying out Business Strategy, there is every reason to want an effective PPM process. So what does it take to make this happen?

#### **The Solution**

PPM is a business process of some complexity and with many participants. This 1 day course explains what PPM is and provides examples of the processes and governance structures the management team needs for its successful implementation. This course explains how to optimize PPM, e.g. the steps that are necessary to ensure that only the highest value projects receive funding. Participants discuss portfolio definition, governance options and the need for measurement of business value. They are shown the ingredients for a project environment that ensures every project is fully supported and given what it needs to succeed. *Essentials of Project Portfolio Management* demonstrates how to get the most out of every project dollar. Learning Objectives include:

- Why project success is not enough
- The promise of PPM
- Steps for improving the PPM process
- The power of a PPM charter
- Role of the Executive Team in PPM
- Primary business processes of PPM
- How to choose the right projects at the right time
- Role of formal project management in PPM
- Reporting on portfolio results
- Considerations for formal PPM implementation

### Who should attend

The course is ideal for anyone who needs a quick understanding of PPM: 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

## Project Portfolio Management: What Every Executive Must Know

- **Duration:** 1 day
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Student Guide
  - Certificate of Participation
  - 6 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 1015

### Course Outline

- What is PPM?
- Fundamental PPM Concepts
- PPM Roles and Responsibilities
- Promise of PPM
- Prerequisites of PPM
- The PPM Process – Overview
- Portfolio Definition Process
- Stakeholders & Governance
- Project Identification & Categorization
- Evaluating Projects
- How to Fund Projects Effectively
- Reporting on Portfolio Results

### Learning Approach

- 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
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it in the real world.

### Why should I take this course?

- *Essentials of Project Portfolio Management* presents a quick but thorough review of what PPM is and its impact on an organization. Take home a new understanding of how project relate to Business Strategy..
- Take this course and 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.

### Cost and Availability

## **Project Portfolio Management: What Every Executive Must Know**

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

### **Licensing**

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at [info@cvr-it.com](mailto:info@cvr-it.com)