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## Project Portfolio Management: What Every Executive Must Know

### Course Description

#### **The Challenge**

Project Portfolio Management (PPM) is the process behind project selection, funding, oversight and evaluation. It is a business process of some complexity and with many participants. Your organization relies on PPM to select and oversee the projects that execute business strategy. But are you doing this effectively? Are you funding the right projects at the right time? Do your projects deliver the business value you need and expect? If not, it is likely that your organization is not getting the most out of every project dollar.

#### **The Solution**

This course explains how to optimize PPM. It describes steps you can take to ensure that only the highest value projects receive funding. Participants review governance options, the details of project selection 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. ***Project Portfolio Management: What Every Executive Must Know*** shows you how to maximize the return from your project budget. Learning Objectives include:

- Why project success is not enough
- The promise of PPM
- Role of formal project management in 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
- Reporting on portfolio results
- Considerations for formal PPM implementation

### Who should attend

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

- **Duration:** 2 days

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- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Student Guide
  - Certificate of Participation
  - 12 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 1016

### Course Outline

#### Day 1

- 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
- Using the Project Register

#### Day 2

- Evaluating Projects
- Selection Criteria & Scoring
- Evaluation Tools and Techniques
- How to Fund Projects Effectively
- Managing the Portfolio
- Reporting on Portfolio Results
- PPM Implementation Milestones

### 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?

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

- *Project Portfolio Management: What Every Executive Must Know* presents a practical approach to implementing PPM in a way that can drive your Business Strategy forward. Take home a whole new set of tools and techniques.
- 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**

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)