

Executive's Guide to Project Portfolio Management

Course Description

Project Portfolio Management (PPM) is the primary business process that underlies execution of an organization's Business Strategy. How can this be? Simple: We implement Strategy through projects, and PPM is the process behind project selection and prioritization, funding, oversight and evaluation. Are you projects delivering the Business Value you expect? If not, chances are that your PPM process is not working well. This course tells you how to make it fly.

PPM is a business process of some complexity and with many participants. It is essential that we define it well so that only the highest value projects are funded, and every project is given what it needs to succeed. Planning on installing Portfolio Management Software? Don't do it until you have thoroughly examined the PPM business process it will support. Any attempt to use the tool to drive process will likely fall short of expectations.

This course explains the PPM process, level sets expectations and provides opportunity for the management team to develop many of the processes and governance structures they need for successful implementation of Business Strategy. *Executive's Guide to Project Portfolio Management* is field tested and highly effective. Attendees learn:

- Reasons for project failure and success
- Why project success is not enough
- How to leverage People, Process and Tools
- 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
- How to define a Portfolio
- Primary business processes of PPM
- How to choose the right projects at the right time
- How to fund projects effectively
- Managing portfolio risk
- Reporting on portfolio results
- Managing PPM Implementation as a project.
- Gaining Organizational Adoption of your new PPM Process

Who should attend

CEO, CFO, CIO, other Senior Executives, PMO Directors, Functional Managers and Executives with project responsibility, Portfolio Managers, anyone who uses projects to execute Business Strategy and anyone who is planning on implementing portfolio management software.

Controlling Project Risk: Managing Threats and Promoting Opportunities

Prerequisites

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

Class Information

- Course lasts 3 days.
- Typical class size: 6 to 24 students

Course Outline

Day 1

- Reasons for project failure and success
- Why project success is not enough
- How to leverage People, Process and Tools
- The Promise of PPM
- Role of formal Project Management in PPM
- Steps for improving the PPM Process
- The power of a PPM Charter
- Day 1 Exercises
 - Prerequisites for PPM Implementation
 - Stakeholder Profiles
 - Charter for PPM Implementation

Day 2

- The PPM Process – Overview
- Role of the Executive Team in PPM
- PPM – Underlying Processes
- How to define a portfolio
- Project Identification
- Project Classification
- Project Evaluation
- Day 2 Exercises
 - Vision and Mission; Business Goals; Strategy
 - Defining the portfolio
 - Project proposal review team
 - The Project Register
 - Categorization of projects
 - Project Evaluation

Day 3

- Project Selection
- Project Prioritization
- How to fund projects effectively

Controlling Project Risk: Managing Threats and Promoting Opportunities

- Managing risks to the portfolio
- Managing the portfolio
- Stakeholder communication
- Reporting on portfolio results
- Managing the PPM process
- Fine tuning the PPM process
- Managing PPM Implementation as a project.
- Gaining Organizational Adoption of your new PPM Process
- Day 3 Exercises
 - Project Selection
 - Prioritizing Projects
 - Portfolio Breakdown Structure
 - Update the Portfolio Definition Document
 - Exercise: Using the Risk Register
- Wrap-Up Discussion

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous 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 on your job.

Why should I take this course?

- *Executive's Guide to Project Portfolio Management* 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

Please refer to our website for current pricing and availability

<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