Sys·tem·a´·tion®

Program and Portfolio Management

Program Management and Portfolio Management represent two approaches that can significantly enhance productivity in modern business. Program management enables organizations to tackle larger scopes of work and effectively achieve the benefits from these endeavors. Portfolio management ensures that an organization is pursuing the right projects in accordance with its strategic plan and an ever changing business environment. Both approaches contribute to efficiently using limited resources to accomplish organizational goals.
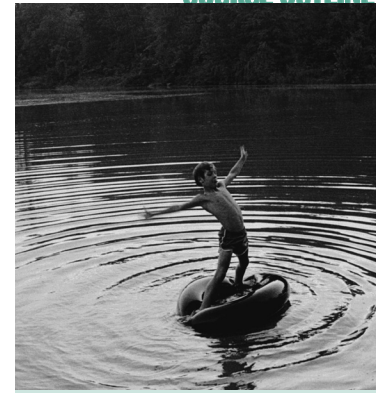
Participants will gain an understanding of both of these approaches along with exposure to many of the tools and techniques necessary to successfully execute these concepts.

DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: project managers, project management office personnel, managers and executives who want to learn about these approaches.

PREREQUISITES: for professionals with project management experience.

PDUs: 14 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.

- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.

- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

- Our workshop is consistent with the Project Management Institute's *Standard for Program Management, 2nd Edition* and the *Standard for Portfolio Management, 2nd Edition.*

DISCOVER HOW TO

- Organize a large scope of work into an effective program.

- Follow a systematic approach for establishing and managing a program.

- Effectively manage risk in a program.

- Ensure that the critical success factors are in place for a program or portfolio.

- Match the portfolio to the strategic needs of the organization.

- Prioritize the projects within the portfolio.

- Shift the portfolio in a changing environment.

COMPETENCIES

Program Initiation
Program Planning
Program Infrastructure
   Development
Program Execution
Program Performance Monitoring
   and Controlling
Program Issue Management
Program Closure
Portfolio Aligning Process Group
Portfolio Monitoring and
   Controlling Process Group

PM KNOWLEDGE AREAS

Integration Management
Scope Management
Time Management
Cost Management
Human Resource Management
Communications Management
Risk Management
Financial Management
Stakeholder Management
Governance Management

OUTLINE SUMMARY

Program and Portfolio Concepts

- Defining project, program and portfolio management
- Contrasting the relationship between projects, programs and portfolio
- Benefits of these concepts
- Factors for success in program management
- Factors for success in portfolio management

Program Management Life Cycle

- Typical program management life cycle overview
- Phase gate process
- Pre-program preparations
- Program initiation
- Program charter

Program Set-Up

- Program management planning
- Detailed planning process steps
- Key stakeholder identification
- Program scope
- Program governance
- Program organizational structure
- Program infrastructure development
- Program architecture development
- Program work breakdown structure development
- Program schedule development
- Program risk management

Delivery of Program Benefits and Program Closure

- Authorize and monitor projects
- Communication and coordination
- Change management
- Performance measurements
- Escalation actions
- Program closure

Portfolio Management Overview

- Benefits of portfolio management
- Requirements for project portfolio management
- Introduction to the project portfolio management process groups
- Key stakeholders in portfolio management

Portfolio Component Selection

- Strategic Plan
- Identify portfolio components
- Categorize components
- Evaluate components
- Pair-wise comparison
- Two criterion comparison grid
- Scoring models
- Select components

Balancing the Portfolio

- Portfolio risk management
- Prioritize components
- Balancing the portfolio
- Probability analysis
- Graphical methods
- Communicate portfolio adjustment
- Authorize components

Monitoring and Controlling the Portfolio

- Monitor and control portfolio risks
- Review and report portfolio performance
- Monitor business strategy changes

Sys·tem·a´tion

Get to the Heart of the Matter.®