



Portfolio Planning and Management

Course Overview

An organization in today's dynamic business environment needs to find processes that support the efficient use of the organizations resources. Portfolio management provides a critical process that allows the organization to leverage the synergy of commonalities among projects. Using sound practices, participants in this class will build a foundation on which they will be able to apply portfolio management techniques to their environments. In addition to developing an understanding of the principles of project portfolio management, participants will also acquire skills in the creation and management of a portfolio of projects.

Key Outcomes

Upon completion of this course, participants will be able to:

- » Distinguish between portfolios and programs
- » Describe how to use portfolio management as a strategic tool
- » Describe the benefits of a portfolio management practice
- » Develop a portfolio planning process
- » Apply prioritization approaches to portfolios
- » Create an effective ranking system for portfolios
- » Identify critical factors in managing the performance of portfolios
- » Develop an effective management process for monitoring portfolio performance
- » Implement an effective governance process for refreshing the project portfolio

Course Outline

Project Portfolio Management Overview

- » Identify characteristics of Project Portfolio Planning and Management (PPPM)
- » Define the key terms associated with PPPM
- » Differentiate between strategies for effective and ineffective PPPM
- » Describe the benefits of Project Portfolio Management
- » Identify the challenges of PPM in organizations

Foundations for Successful Project Portfolio Management

- » Describe the key role of leadership in Project Portfolio Planning and Management (PPPM)
- » Define project governance

At-a-Glance:

Course Length:

2 days

Course Number & Level:

309.PPM2 – Proficient

Professional Development Units

(PDUs): 14

Continuing Education Units (CEUs):

1.4

PMBOK® Guide Knowledge Areas**Covered:**

- » Project Integration Management
- » Project Scope Management
- » Project Cost Management
- » Project Risk Management

- » List the key structures associated with governance in PPPM
- » Define key characteristics of the Project Portfolio Maturity Model
- » State the key roles and associated responsibilities in Project Portfolio Management
- » Define key critical success factors for effective PPPM

Getting Started with Project Portfolio Management

- » State the key constants that must be defined by leadership to enable effective Project Portfolio Management and Planning
- » Describe the key role that nominations and business cases play in effective project portfolio management

Executing Project Portfolio Management

- » Describe the process for entering projects into the portfolio
- » Explain the process of aligning projects in the portfolio
- » Explain the process for examining proposals
- » Define the key characteristics of the selection process