

## Essentials of Project Portfolio Management

### Course Summary

#### Description

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. This course demonstrates how to get the most out of every project dollar.

#### Objectives

At the end of this course, students will be able to:

- Understand why project success is not enough
- Understand the promise of PPM
- Learn steps for improving the PPM process
- Understand the power of a PPM charter
- Understand the role of the Executive Team in PPM
- Understand primary business processes of PPM
- Choose the right projects at the right time
- Understand the role of formal project management in PPM
- Report on portfolio results
- Understand considerations for formal PPM implementation

#### Topics

- 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
- Implement formal PPM
- Organizational Adoption of PPM

#### Audience

This 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 prior project training or special knowledge of project management concepts, although a basic understanding is helpful for some of the exercises.

#### Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically