

Project Portfolio Management and PMO Workshop

Enhance Your Current Project

Organisational Environment



Project Portfolio Management (PPM) allows organisations to identify business value and ensure they are investing in the optimal project portfolios

➤ **Doing The Right Thing**

The Project/Programme Management Office (PMO) is an effective organisational concept to support the successful delivery of projects

➤ **Doing The Thing Right**

Project Portfolio Management and the PMO are intimately associated. The combined application of both is the most powerful way for organisations to meet their strategic change goals



Delegates will Explore & Learn How to:

- ❖ Achieve the organisation's strategic business objectives by selecting the right projects for the right reasons
- ❖ Implement clear priorities across all projects in the project portfolio and introduce a clear staging process for programmes/projects within the portfolio
- ❖ Establish a clear understanding of resource capacity management
- ❖ Understand PMO functions, roles and responsibilities and identify and respond to PMO implementation challenges

This course is invaluable to Project Managers, Senior Managers, Executives, Project Office staff, Line Managers and Consultants who seek to Manage their Project Portfolio and Achieve Corporate Change Goals and Objectives, and wish to expand/enhance or establish their Project Management Offices, Project Management Practices & Processes

This course has been
Designed & Created
and is Managed & Organised by



The Course is aligned to the
Project Management Institute
Body of Knowledge



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Contents & Timeline

SESSION 1

Management By Programs/Projects

- Business Drivers of Change
 - *Dynamic Business Environment*
 - *Value Creation*
- Impact of Change:
 - *Organisation & Infrastructure*
 - *Processes & Systems*
- Projects as Agents of Change
 - *Strategic Alignment of Programs/Projects*
 - *Converting Strategies & Tactics*
 - *Change Projects - Framework*
 - *Project Filtering/Pipeline Process*
- The Role of the Project Manager during Change
 - *The Project Manager as a Leader*
 - *Role of the Project Manager - Actions*
 - *Engaging Organisational Commitment*

Strategic Planning & Portfolio Management

- Strategy Overview
 - *Business drivers - definition and measurement*
 - *Determining Strategic direction & financial justifications*
- Converting Strategy into Projects
 - *Formulating effective strategic direction*
 - *Program/Project strategy and portfolio management*
- Organising for Business Benefits
 - *Establishing Strategic Intent for Program/Projects*
 - *Defining scope and extent of the Project Portfolio*
 - *Determining Decision & Prioritisation Criteria*

Stakeholder Management

- The Role of Stakeholders In the Success of Projects
- Establishing and Managing Stakeholder Expectations
 - *Conducting a stakeholder analysis – the PESTLE Model*
 - *Establishing strategies for involvement*
 - *The Stakeholder communication plan*
- Stakeholders and Scope Change Management
 - *Establishing a Change Management Process*
 - *Creating stakeholder commitment*

Project Portfolio Management

- Determining Extent of Project Portfolio Management
 - *Describing Medium & Long Term Vision of Project Portfolio*
 - *Defining Strategic Programs/Projects*
- Instituting Project Portfolio Management KPI's
- The Project Portfolio Management Framework
 - *Project portfolio optimisation, ranking & selection*
 - *Project Portfolio governance approval, sign-off & launches*
 - *Project portfolio adjustment and maintenance*
- Project Prioritisation/Ranking Norms
- Project Portfolio Reporting
- Portfolio Manager Roles and Responsibilities
- Defining the PMO Organisation to support PPM

SESSION 2

Strategic Position of the Project Management Office

- Organisation goals and their influence
 - *Project and enterprise-focused functions*
 - *Different levels of PMO in the organisation*
- Key factors for PMO success
 - *Identification and involvement of influential stakeholders*
 - *PMO project lifecycle framework*
 - *Describing Scope & Contents of PMO Roles & Responsibilities*
 - *Sustaining stakeholder buy-in for the PMO*

The PMO and Project Management Excellence

- The Scope of the PMO Functions
 - *The PMO's range of Support to Projects & Portfolios*
 - *The PMO core Organisational Structure*
 - *PMO Staffing, Roles & Responsibilities*
- Deploying a Project Management Competency Model
 - *Governance & Management Sponsorship*
 - *Project Management Excellence Support Functions*

Applying a combined PPM/PMO Structure

- Deploying the Structure to the Organisation
 - *Initiating the Project Portfolio Management system*
 - *Deploying the PMO Processes and Procedures*
 - *Operating in a Combined PPM/PMO Structure*
- Project Portfolio Tracking/Control & Reporting Process

Addressing PPM Challenges

- Alignment of Corporate Strategy and Project Portfolios
 - *Business Alignment & Business Benefits*
 - *Continuous improvement*
 - *Priorities within Total Project Framework*
- Identification and Involvement of Key Stakeholders
 - *Facilitating Stakeholder buy-in*
- Identifying Key Performance Indicators
- Relationship between PMO and Project Portfolio Management
 - *Multiple PMOs across the Organisation*
 - *Governance Monitoring & Auditing and its Extent*



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