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THE PORTFOLIO WORKSHOP: Building & Balancing a Strategic Portfolio

Combining multiple projects to achieve strategic business objectives

A 1-day, 7 PDU (0.7 CEU) instructor-led program

This powerful workshop lets you **build and balance your strategic portfolio of projects**. You will begin with a discussion of the Project Management Institute's (PMI) definitions for portfolio management. You'll see **the 14 processes and how they work together**. Following the discussion, your workshop will begin with a generic portfolio model full of candidates for inclusion in your portfolio.

After a detailed description of the **generic portfolio model and its 16 key descriptors**, you will **follow an eight-step method** to select and to sort the numerous candidate components into an aligned portfolio. You will establish value metrics and calculate the difference in value between your "best-in-category" and your "best-overall" results. Working with your own team's copy of the generic model, your team will develop a thoughtful portfolio that delivers strategic value.

The selected portfolio of projects will be enhanced with **additional key descriptors** and helpful graphics to facilitate **leveling the portfolio's annual resources**. Your team will be given an opportunity to workshop your copy of the portfolio table into a working resource portfolio table.

The final exercise of the day will let you **transform the generic model into your own organizational model**. Using your transformed model, you will select and resource-level a portfolio that optimizes the **strategic value to your organization**.

The workshop will use Microsoft's Excel and Project.

The program includes the **latest terminology** from the Project Management Institute's (PMI) *The Guide to the Project Management Body of Knowledge (PMBOK Guide®*, 4th Edition) and the *Standard for Portfolio Management, 2nd Edition*.

Upon completion, you will be able to:

- Use a consistent chartering process and tool to produce a successful project portfolio
- Designate a project's composite strategic value
- Create strategic buckets when appropriate
- Assess and balance the relative weights of a project's constraints
- Understand how to balance and allocate resources within a project.
- Assemble a portfolio of the best projects within the organization's constraints
- Balance and allocate resources across the portfolio.

THE PORTFOLIO WORKSHOP

Who will benefit?

- Executives involved in project portfolio management
- Senior project managers presenting their projects for portfolio review
- Project and program managers managing multiple projects
- Senior technical leads who participate in multiple projects
- Project managers and team leaders who wish to manage multiple people on multiple projects

AGENDA

- Introduction
- What are the two process groups of PMI's portfolio management?
- What are the seven processes of aligning a portfolio?
- What are the 16 key descriptors of a project being considered for the portfolio?
- How was the generic portfolio model constructed?
- What does it feel like to work through the 8 steps of building a portfolio?
- How does the best-in-category, bucket approach compare with the best-overall approach?
- How do you resource level the portfolio for the whole year?
- *Full team exercise:*
 - What separates “mandatory” from “optional” strategic category?
 - Why is the distinction important?
 - What are “sumproducts”?
 - What are several interesting graphs?
 - How do you use Excel to find the best-overall result?
 - How do you resource level the portfolio for the year?
- *Full personal exercise:*
 - What descriptors did you change and why?
 - Did you use random, pseudo, or real data?
 - How do your results compare with the realities of your current portfolio?
- What lessons can you use back at work?