



PM267: Building, Planning and Managing Post-COVID Project Portfolios



Training Description:

Portfolio management provides an opportunity for a governing body to make decisions that control or influence the direction of a group of projects, programs, and on-going work as they work to achieve specific outcomes. Portfolio management is important to help selecting the “right” project mix, while program and project management help managing them in a “right” way. This is gaining more importance in the Post-COVID era to properly respond to the changing world: new risks, new approaches, new priorities, and new requirement for a flexible, yet effective governance.

This intensive training course will demonstrate with practical examples how an organization can use the processes and tools needed to identify, select, prioritize, govern, allocate resources, monitor, and report the status and performance of the project portfolio, and their relative alignment with, organizational objectives.

The training course will highlight:

- Portfolio management as a strategy implementation tool and how it could be impacted by the new normal after COVID-19
- The portfolio life cycle, phases, and controls
- Strategic Re-Alignment of Portfolios in response to the new challenges
- Portfolio governance and its integration with the organization-wide governance
- Portfolio stakeholder management, risk management and value management

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Learn and apply the main concepts of portfolio management
- ✓ Learn how to build a portfolio and identify and evaluate its components
- ✓ Learn how to prepare a prioritized portfolio register and plan the portfolio
- ✓ Learn how allocate portfolio resources and apply capacity management techniques
- ✓ Measure and report portfolio performance using KPIs and Dashboards

Training Designed for:

This course is intended for Board Members and Senior Executives, Functional Managers working such as Finance, IT and Procurement Managers, Portfolio Managers and Portfolio analyst, PMO managers and PMO staff, Program and senior Project managers as well as all executives, portfolio managers and functional managers of various levels, who are involved in all stages of selecting, prioritizing, budgeting, authorizing, planning, and managing project portfolios.

Training Program:

DAY ONE:

- ❖ Pre-Test
- ❖ **Portfolio Management Concepts and Definitions**
 - Organizational Project Management (Portfolios, Programs and Projects)
 - Principals of Portfolio Management, Program Management and Project Management
 - Portfolio Management and Organizational Strategy
 - COVID Impact on Strategy and Portfolio Management





- Standard Roles in Portfolio Management before and after COVID 19
- Portfolio Governance and Organizational Governance

DAY TWO:

❖ The Portfolio Life Cycle

- Portfolio Life-Cycle Overview
- Initiating and Building a New Portfolio
- Re-Building an Existing Portfolio
- Selecting and Prioritizing Portfolio Components
- Portfolio Planning before and after COVID 19
- Portfolio Execution, Optimization, Monitoring and Controlling

DAY THREE:

❖ Portfolio Strategic Management and Governance

- Developing Portfolio Strategic Objectives
- Portfolio Charter
- Portfolio Roadmap
- Selecting Portfolio Components
- Portfolio Strategic Alignment
- Portfolio Governance

DAY FOUR:

❖ Portfolio Capacity and Capability Management

- Capacity management
- Supply and demand management
- Organizational Capabilities Assessment and Management
- Portfolio Reporting and Analytics (KPIs, Dashboards, etc.)
- Portfolio Stakeholder Management and Communications

DAY FIVE:

❖ Portfolio Risk and Value Management

- Portfolio Risk Management
- Portfolio Value Management
- Design and Implementation of Portfolio Management Information System (PMIS)

❖ Course Conclusion

❖ Final Examination and EVALUATION

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

This training course is available upon request in English or Arabic. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.





Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 16:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

