

Introduction to Project Portfolio Management  
3-day Workshop

**COURSE SYLLABUS**

**COURSE OVERVIEW:**

The Project Portfolio Management course provides an understanding of the role of Portfolio Management in today's business environment. It illustrates the methodology, tools, and techniques that may be used to successfully select, prioritize, and optimize projects to achieve organizational strategies and objectives.

**COURSE CONTENT**

**DAY 1**

- Introduction to project portfolios, portfolio, portfolio management
- The concept of business value
- Principles of project portfolio management
- Role, knowledge and skills of portfolio manager
- Importance and value of project portfolio to organizations
- Project portfolio management maturity
- Project portfolio management framework
- Project portfolio management and organizational strategy
- Project Portfolio Management Framework
- Project portfolio definition
- Project portfolio roadmap

**DAY 2**

- Portfolio Prioritization
- Case Studies: How portfolio prioritization is used
- Portfolio balancing/optimization
- Case Studies: How portfolio optimization is used

**DAY 3**

- Managing and delivering project portfolio value
- Case Study: Typical considerations of project portfolio management

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### METHODOLOGY:

The course will be delivered via a workshop format through lectures, class discussions, group and individual assignments using templates and cases. The cases will depict real life situations to illustrate the applications of project portfolio management in organizations.

### COURSE EVALUATION & CERTIFICATION:

<b>Graded Exercises</b>	<b>Type</b>	<b>Points</b>
Developing a Project Portfolio and Roadmap	Group	20
Prioritizing the Project Portfolio	Group	20
Optimizing / Balancing the Project Portfolio	Group	20
Delivering Value in the Project Portfolio	Group	20
Multiple-choice Quiz (20 Questions)	Individual	20
<b>Total Points</b>		<b>100</b>

### IMPORTANT NOTES:

- Participants will be given time to work on the group exercises during class hours, and they shall become due by the end of the class, on the day that they are assigned.
- Course grades are based on a combination of individual multiple choice test, individual and group assignments and a group case study.
- At the end of the course, participants who achieve an overall grade of 50% or more on both the individual and group assignments will be issued a Certificate of Achievement.
- Participants who achieve an overall grade of less than 50% will be issued a Certificate of Participation.
- In addition, to be eligible for either certificate, participants must attend all 3 days of the course.

### REFERENCE:

The course material is based on The Standard for Portfolio Management – Fourth Edition, Project Management Institute Inc., (PMI), 2017.