



rego*U*niversity 2019

SAN DIEGO

Portfolio Management | OOTB Introduction

Your Guides: Alyson Poston & Robby Elliott

Introductions

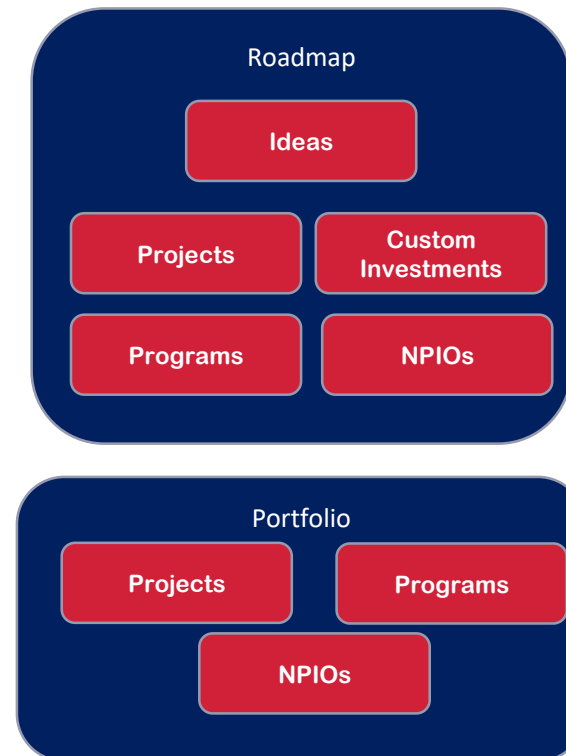
- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards



Roadmap/Portfolio Management Overview

Portfolios and Roadmaps allow organizations to maximize the value of initiatives and minimize risks by prioritizing and selecting investments that most closely align with corporate goals and realize estimated cost and ROI

- Help organizations achieve one or more organizational strategies
- May consist of past, current, and planned or future components
- Potentially longer term, with new investments rotating into the Roadmap
- An organization likely has many Portfolios/Roadmaps, each addressing unique organizational needs



NPIO – Non Project Investment Object (Applications, Assets, Products, Other Work, Ideas and Services)

Portfolio, Program and Project Management

Portfolio

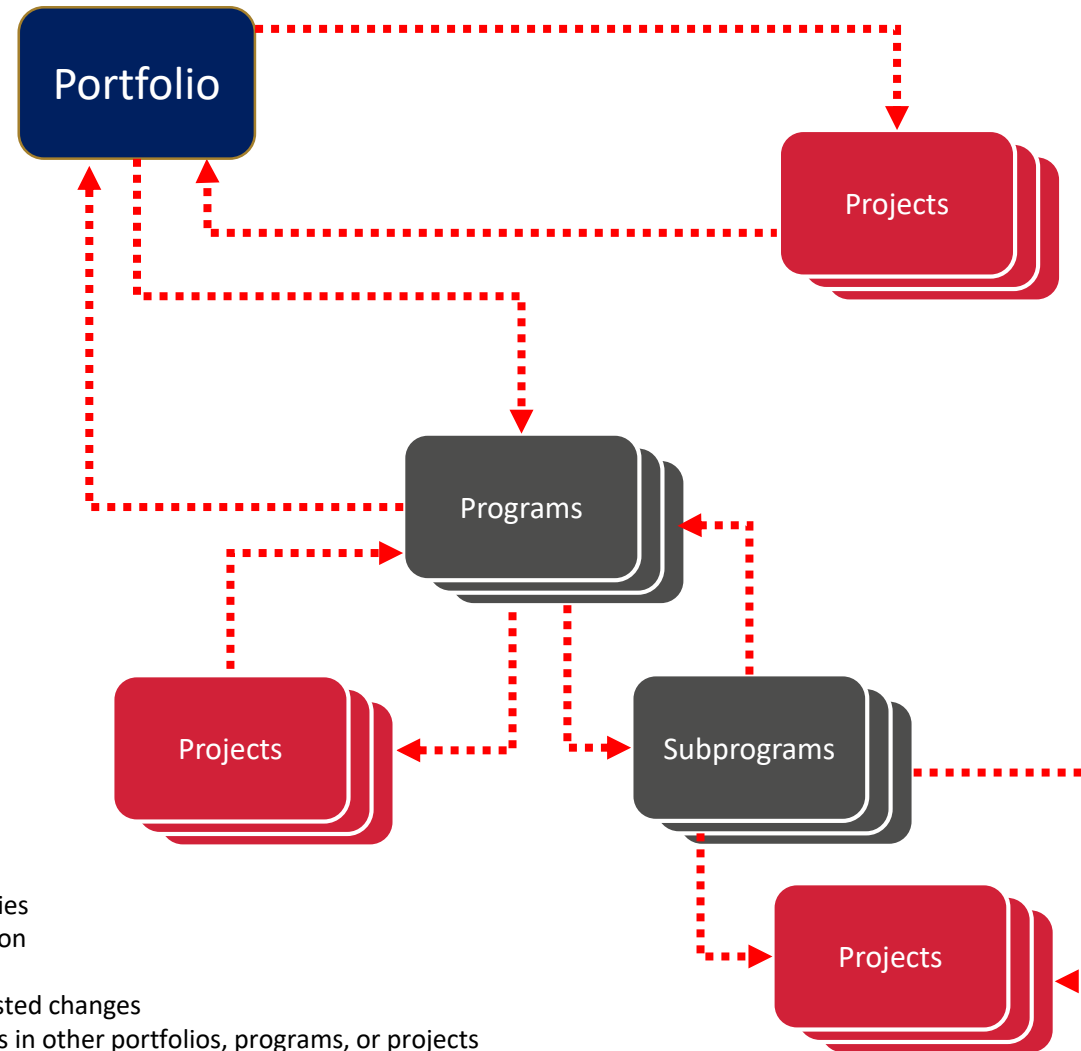
A collection of investments, programs, sub portfolios, and operations

Program

Programs are grouped within a portfolio and are comprised of subprograms, investments, or operations

Project

Individual investments that are either within or outside a program are still considered a part of the portfolio



- Strategies and Priorities
- Progressive elaboration
- Governance
- Disposition on requested changes
- Impacts from changes in other portfolios, programs, or projects

Portfolio, Program and Project Management – A Closer Look

	PROJECTS	PROGRAMS	PORTFOLIOS
Scope	Defined objectives. Scope is progressively elaborated throughout the project lifecycle	Larger scope and provide more significant benefits.	Organizational scope, that changes with the strategic direction of the organization
Change	Change is expected and processes are put in place to manage and control it	Change is expected from both inside and outside of the program.	Change is continuously monitored in the broader internal and external environment
Planning	Detailed plans throughout the project lifecycle	Overall program plans that utilize high level milestones to reflect the detailed planning at the project level	Planning at the highest level against strategic objectives and available resources, and the capabilities for the organization to execute against the work
Management	Manage the project team to meet the project deliverables	Manage the program staff and the project managers, providing a point of leadership and escalation.	Manage portfolio staff. In some cases program and project managers have reporting responsibilities to the portfolio manager
Success	Measured by project and product quality, timeliness, budget and customer satisfaction	Measured by the degree to which the program satisfied the needs and benefits identified	Measured by the aggregate investment performance and benefits realization of the portfolio
Monitoring	Monitor and control the work and deliverables identified in the scope of the project	Monitor the progress of the program to ensure goals, schedules, budgets and benefits will be met	Monitor strategic changes that impact the work that is executed, and monitor resource allocation, performance results and portfolio risk

Portfolios vs Roadmaps

*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Key Differences – General

	Classic	15.5.0	15.5.1	15.6	15.6.1	15.7
	Portfolios	Roadmaps				
Can include Projects	✓	✓	✓	✓	✓	✓
Can include Programs	✓					
Can include OOTB Ideas	✓			✓	✓	✓
Can include NPIOs	✓					
Can include Custom Investments (New UX Only)				✓		
Can add items by OBS	✓	✓	✓	✓	✓	
Can add items by Name	✓	✓	✓	✓	✓	
Can add items using other filter criteria (e.g., Manager, Power Filter, etc.)	✓					
Can manually add/include items that don't exist elsewhere in Clarity PPM				✓		
Can sync data from Investments – OOTB Fields	✓	Financials, Dates, Availability only				
Can sync data from Investments – Custom Fields	✓			✓ *known defect	✓	✓
Can associate with OBS, and use OBS for Security	✓			✓	✓	✓
Can schedule Sync of included items, instead of having to sync manually to update Investment data	✓					
Will continue to be enhanced in future Clarity PPM Releases				✓		

Key Differences – Analysis

	Classic	15.5.0	15.5.1	15.6	15.6.1	15.7
	Portfolios	Roadmaps				
Supports analysis using Fiscal Time periods		✓				
Can set Targets	✓	✓	✓	✓	✓	✓
Can distribute targets as desired across time horizon	✓					
Can delineate between Targets (do not exceed) and Goals (target to hit, e.g., Benefits)	✓	✓	✓	✓	✓	✓
Includes Waterlining functionality	✓	✓ Via Targets/In Plan checkbox				
Can create and save scenarios	✓	✓	✓	✓	✓	✓
Can create different views		✓				
Provides a Grid View	✓			✓	✓	✓
Provides a Timeline View	✓			✓	✓	✓
Provides a Board View		✓				
Includes Ranking Rules	✓					
Can analyze by individual/specific roles	✓					
Can group and utilize color to analyze data		✓				
Can make modifications to Investment data within the Roadmap/portfolio (e.g., Dates, financials, etc.)	✓	✓	✓	✓	✓	✓
Can push the above changes back to the underlying Investment						
Additional OOTB Reporting on data – Portlets, reports, etc.	✓		Some light reporting			

Access Portfolios

Creating Portfolios

Portfolio Settings

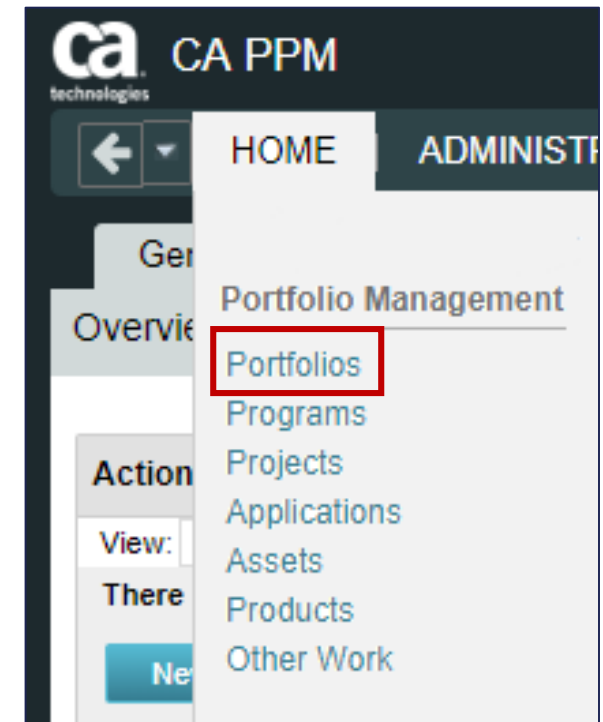
*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Accessing Portfolios

- From the Home menu, select the Portfolios under Portfolio Management
- The portfolio structure can be maintained by the PMO, PM, RM or Portfolio Managers, depending on the company's organization
- Users require the new Portfolio access rights in order to see the portfolio menu links and to create and edit portfolios. The main portfolio rights include:
 - Portfolio – Create
 - Portfolio – Navigate
 - Portfolio – Edit All
 - Portfolio – View All
- In an upgrade, the access rights are not automatically re-assigned the new rights for users that previously had portfolio access rights



Creating Portfolios

- The Portfolio List is displayed and shows all portfolios you can access
- If you have security rights to create new portfolios, you will see a New button on screen
- To create a new portfolio click the **New** button

Portfolios

+ Filter: None ▾

<input type="checkbox"/>	Portfolio		Managers	Start ▾	Finish	Target Cost	Overall Health	Goal Alignment	Innovation Level	Probability of Success	Risk
<input type="checkbox"/>	Betty's Test Portfolio		Portfolio, User9	1/1/17	12/31/17	9,000,000 USD					
<input type="checkbox"/>	PaulS - Test Portfolio		Portfolio, User15	1/1/17	12/31/17	1,850,000 USD					
<input type="checkbox"/>	PMFUSER09 - IHG		Portfolio, User9	1/1/17	12/31/17	30,000,000 USD					
<input type="checkbox"/>	Cuomo Portfolio Demo		Portfolio, User6	1/1/17	12/31/17	20,000,000 USD					
<input type="checkbox"/>	Aug Training Portfolio (MCM)		Portfolio, User6	1/1/17	12/31/17	11,000,000 USD					
<input type="checkbox"/>	Dawn's Portfolio		Portfolio, User6	1/1/17	12/31/17	9,000,000 USD					
<input type="checkbox"/>	User01 Aug Training Portfolio		Portfolio, User1	1/1/17	12/31/17	9,000,000 USD					

Save **New** ✓ Delete

General Portfolio Settings

Planning range of the portfolio.

Specifies the amount that the portfolio is targeting to spend during the planning horizon.

Create Portfolio

General *

* Portfolio Name

* * Portfolio ID PT1417

* Start Date 2/1/2018

* Finish Date 12/31/2018

Description

Managers

McGuire, Noreen

Stakeholders

* Dashboard View [--Select--]

Targets *

Total Cost

Capital Cost

Operating Cost

* → Currency [--Select--]

Benefits

Roles

* → Capacity Unit Type Hours

Organizational Breakdown Structures

Organizational

Save Save And Return Return

* = Required → = Enter Once * = Unique

Managers – Portfolio Owner / Creator. Has view and edit rights.

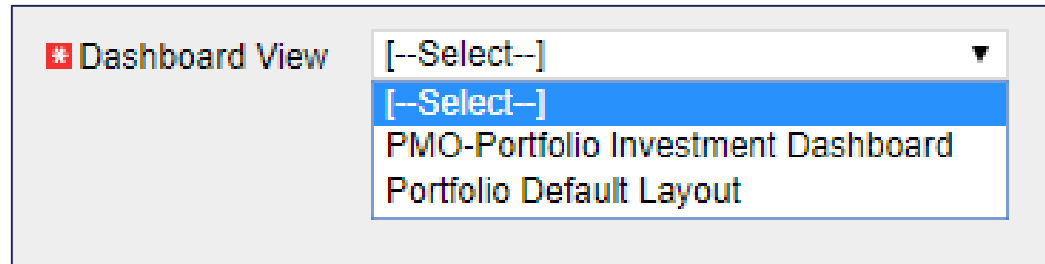
Stakeholders – Reviewers of the portfolio. Have view rights into the portfolio

Specifies the total benefit that the portfolio is targeting to gain during the planning horizon.

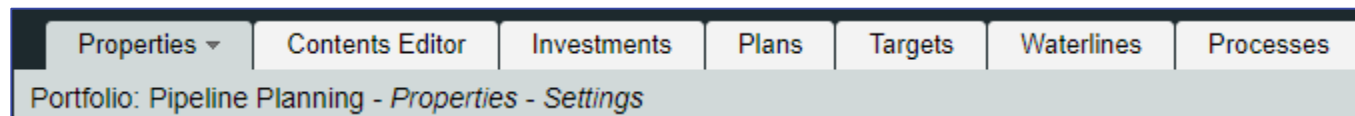
Defines the effort that the portfolio is targeting to use during the planning horizon.

Portfolio Page Layout

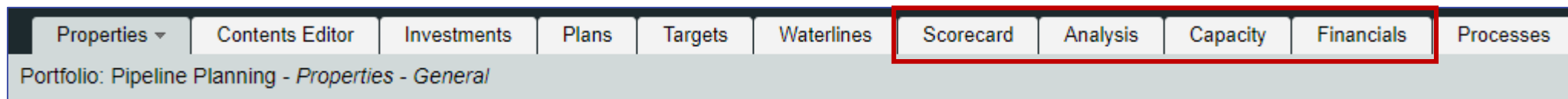
- Before you can save the portfolio, you need to set the portfolio page layout



- Portfolio Default Layout



- PMO-Portfolio Investment Dashboard



Portfolio Content

Adding Investments to the Portfolio

*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Portfolio Content

- Common set of features that all portfolio contents should exhibit:
 - Represent investments planned by the organization
 - Be aligned with organizational goals and objectives
 - Have common features that allow for the organization to group them in some way to manage them more effectively
 - Be quantifiable: Measure, rank, prioritize
 - Share and compete for organizational resources (people, funding, equipment)

Building Portfolio Contents

- Add/remove contents to/from a portfolio in three ways:
 - Include investments of a particular investment type by checking the box beside the investment type and clicking on the Include button
 - Likewise, if you wish to exclude investments after you have already included them, you can click the Exclude button
 - Build a Power Filter associated with an investment type in the portfolio
 - Manually add individual investments

Portfolio: Pipeline Planning - Contents Editor

Investment Type	Included	Filter Definition
<input type="checkbox"/> Application		[Build Power Filter]
<input type="checkbox"/> Asset		[Build Power Filter]
<input checked="" type="checkbox"/> Idea		[Build Power Filter]
<input type="checkbox"/> Other Work		[Build Power Filter]
<input type="checkbox"/> Product		[Build Power Filter]
<input checked="" type="checkbox"/> Project		[Build Power Filter]
<input type="checkbox"/> Service		[Build Power Filter]

Individual Investments

No individual investments have been added to this portfolio.

Child Portfolios

No child portfolios have been added to this portfolio.

Portfolio Synchronization

Getting Investment Data Into The Portfolio

*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Portfolio Synchronization

- The portfolio data represents a snapshot of the actual investment data. To update the data with the most recent investment data, you will synchronize the portfolio
- You can manually synchronize the portfolio, or you can setup a sync schedule

Properties ▾ Contents Editor Investments Plans Targets Waterlines Processes

Portfolio: New Product Portfolio - Properties - General

General

* Portfolio Name * Start Date * Portfolio ID * Finish Date Description

Managers

Stakeholders

Sync Schedule Last Sync Date

Targets

Total Cost Benefits
 Capital Cost Roles
 Operating Cost * → Capacity Unit Type
 * → Currency

Organizational Breakdown Structures

Organizational

* = Required → = Enter Once * = Unique Currency = USD WorkEffort = FTE

Portfolio Synchronization

- Click on the Manual link next to the Sync Schedule on the properties tab

Sync Schedule	Manual
Last Sync Date	1/11/2018 1:45 PM

Portfolio Sync Properties

Recurrence Manual Weekly Monthly

Start Time 5 PM :15

Days of Week Sunday Monday Tuesday Wednesday Thursday

Months January February March April May June

Save And Return Return

Portfolio Targets

Setting Portfolio Constraints

*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Setting Portfolio Targets

- Once we know what investments will be included in our portfolio, we can look again at the targets that we would like to hit when executing the portfolio
- The targets page allows you to get more granular with your targeted costs, benefits and resource availability and distribute the targets across the horizon of the portfolio
- These period-based targets show up on the waterlines view where you can analyze your portfolio performance

Target Definitions

- **Target:** The aggregated target for the portfolio investments.
- **Distributed Target:** The planned targets for the portfolio investments as it scales over time within the portfolio horizon. This field is not editable. It is populated by changes in the Distributed Target (Total) value. This value is what is utilized in the Waterline view as a constraint of the portfolio
- **Variance:** The difference between the distributed and approved target amounts
- **Distributed Target (Total):** The planned targeted amount that can be defined beyond the portfolio horizon

Properties Contents Editor Investments Plans **Targets** Waterlines Scorecard Analysis Capacity Financials Processes

Portfolio: New Product Portfolio - Targets Plan: [--Select--]

Cost: Portfolio Cost Totals (USD)

	Target	Distributed Target	Variance	Distributed Target (Total)	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018
Total	60,000,000	60,000,000	0	60,000,000	3,016,393	3,016,393	2,958,904	2,991,781	3,024,657	3,024,657	2,958,904	2,991,781	3,024,657	3,024,657
Capital	40,000,000	40,000,000	0	40,000,000	2,010,929	2,010,929	1,972,603	1,994,521	2,016,438	2,016,438	1,972,603	1,994,521	2,016,438	2,016,438
Operating	20,000,000	20,000,000	0	20,000,000	1,005,464	1,005,464	986,301	997,260	1,008,219	1,008,219	986,301	997,260	1,008,219	1,008,219

Benefit: Portfolio Benefit Totals (USD)

	Target	Distributed Target	Variance	Distributed Target (Total)	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018
Benefit	100,000,000	100,000,000	0	100,000,000	5,027,322	5,027,322	4,931,507	4,986,301	5,041,096	5,041,096	4,931,507	4,986,301	5,041,096	5,041,096

Role: Portfolio Role Totals (FTE)

	Target	Distributed Target	Variance	Distributed Target (Total)	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018
Overall	50.0	50.0	0.0	50.1	50.0	50.8	49.2	50.0	50.8	50.8	50.0	50.0	50.8	49.2
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Variance	50.0	50.0		50.1	50.0	50.8	49.2	50.0	50.8	50.8	50.0	50.0	50.8	49.2

Add Roles Remove Populate Capacity Scale Capacity Clear

Save Sync Now

Portfolio Waterline

See The Portfolio In Action

*rego*University 2019

SAN DIEGO

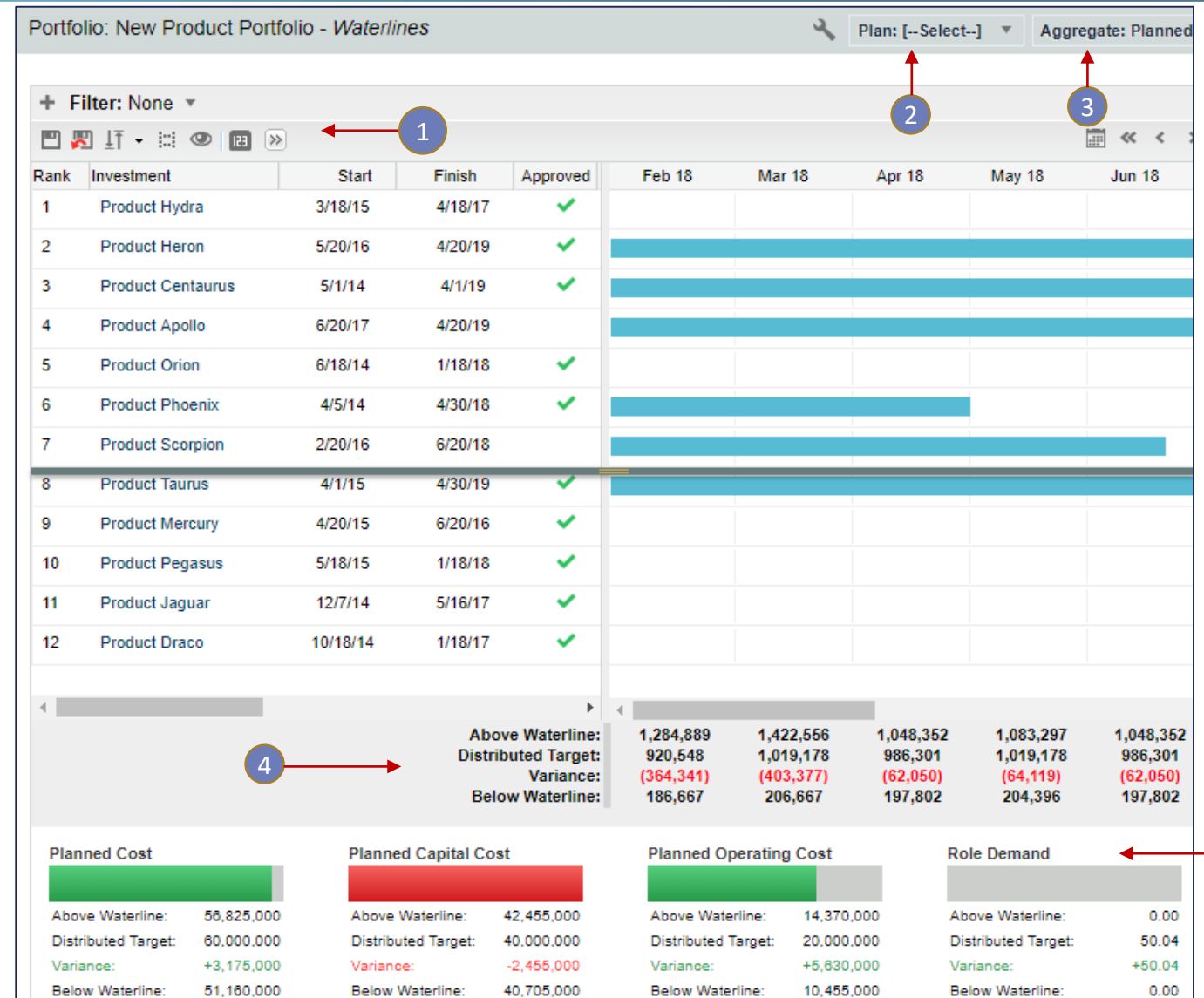
Let Rego be your guide.

Utilizing The Portfolio Waterline

- Waterlines allow you to see how planned targets match up with the investments in the portfolio
- By default, approved investments with the most recent finish dates sort to the top of the list
- Waterlines allow you to analyze your portfolio
 - Prioritized work with investment attributes, including data about budget and benefits
 - How the portfolio targets spread over the portfolio horizon
 - Approved and unapproved investments
 - Initial alignment of the portfolio with the goals
 - Actual amounts spent on investments compared to the initial targets of capital and operating costs
 - Where and when demands exceed targets

Portfolio Waterlines

- **Toolbar ①** Lets you define investment ranking rules, display constraint gauges at the bottom of the view, and display time-scaled aggregates for investments in the Gantt chart
- **Plan drop-down ②** Lets you select any existing plans for the portfolio. The Waterline view changes to match the data in the plan
- **Aggregation constraint drop-down ③** Lets you select the portfolio constraint that you want to view in the aggregation rows
- **Aggregation rows ④** Display time-scaled aggregates of the above waterline, below waterline, and variance values for a selected portfolio constraint
- **Constraint Gauges ⑤** Display variance information about the totals above and below the waterline. Any column constraints that you display in the list also display as constraint gauges



Questions?



*rego*University 2019

SAN DIEGO

Let Rego be your guide.

Thank You For Attending regoUniversity

Instructions for PMI credits

- Access your account at pmi.org
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCRs** button under the **Report PDUs**
- Click on **Report PDUs**
- Click on **Course or Training**
- Class Name = **regoUniversity**
- Course Number = **Session Number**
- Date Started = **Today's Date**
- Date Completed = **Today's Date**
- Hours Completed = **1 PDU per hour of class time**
- Training classes = **Technical**
- Click on **I agree** and **Submit**



Let us know how we can improve!
Don't forget to fill out the class survey.



Phone

888.813.0444



Email

info@regouniversity.com



Website

www.regouniversity.com