

# Portfolio Management | OOTB Introduction

Your Guide: Jen Scarlato



# Introductions

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



# Agenda

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- Introduction
- Portfolio Overview
- Accessing Portfolios
- Portfolio Content
- Portfolio Synchronization
- Targets
- Portfolio Waterline

# Part I: Introduction

Discuss Rego Base Configuration

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# Rego Base Configuration

- The base configuration is composed of 3 main activities:
  - Base setup of items – entity, fiscal periods, financial class fields with 1 value, datamart and other jobs, etc. without this, most of the OOTB views and jobs will not work.
  - Simplify the UI – Based on what we have seen with hundreds of implementations, we “hide” not delete certain OOTB fields and leave the most common fields. For example, Risk has about 50 fields, but most clients use only about 10. Another example is that project has 6 subpages with hundreds of fields, and most clients simplify to 2 subpages and about 50 fields. This is just for the initial sessions, after which, if the client needs them, we can unhide other OOTB fields. Status report is another example where there are about 20 fields and we hide 6 of them that 95% of our clients do not use.
  - Install several Rego accelerators for security groups, workflows, and portlets. We adjust the menu to include them – views that are most commonly used.

# Part II: Portfolio Overview

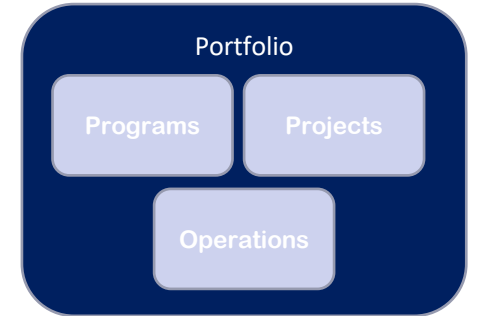
How Portfolios Work  
What Data is Used in Portfolios

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# What Is a Portfolio

- Portfolios are collections of Programs, Projects and Operations (Other Work)



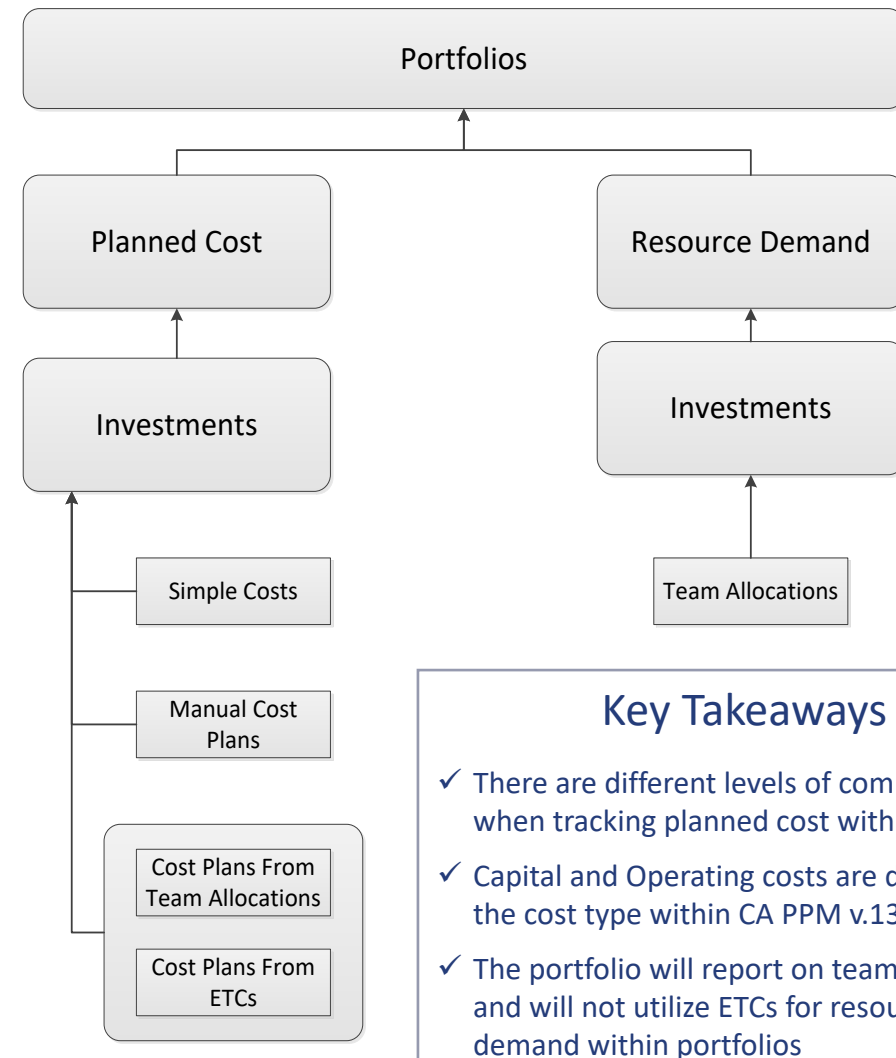
- ✓ A portfolio exists to achieve one or more organizational strategies
- ✓ May consist of past, current, and planned or future components
- ✓ Potentially longer term, with new investments rotating into the portfolio
- ✓ An organization may have more than one portfolio, each addressing unique organizational needs
- ✓ Portfolios may contain investments, programs or possibly sub-portfolios  
(NOTE: CA PPM support of child/sub portfolios is limited)

# How Portfolios Work

- The portfolio is an entirely separate object, containing its own tables not tied directly to the CA PPM tables
  - Data is 'synced' between the live PPM tables and the portfolio tables
- Portfolios may be synced individually via the "Sync" button within the portfolio. Additionally, you may create a schedule to automatically sync with the portfolio
- Read and Write access to portfolios is also controlled within the portfolio:
  - Managers: View and Edit rights to the portfolio. This includes the right to sync
  - Stakeholders: View rights to the portfolio

# What Data is Used in Portfolios?

- What data elements do portfolios use?
  - Investments
  - Planned Costs (simple budget or cost plans)
  - Resource Demand (allocations)
- What is the minimum to get in the portfolio game?
  - Simple: Investment Data - Simple grouping of projects
  - Medium: Grouping of projects with either planned cost or resource data
  - High: Project, financial and team data to provide a deep-drive into what is/is not possible from a resource, timeline and cost perspective.



# Investment Cost Data

- Investment costs displayed in the portfolio can be created at either the high level or the detailed level
  - Simple costs: Under the Investment Properties page , the Financial summary page allows a user to enter high level planned cost and budget data for both Capital and Operating costs. CA PPM can be set to calculate the NPV and ROI for the investment or the user can choose to calculate that information manually
  - Detailed costs: This information is entered on the Financial Plans tab of the investment. Users determine the fields to use to outline the expected costs across the timeframe of the project

# Part III: Access Portfolios

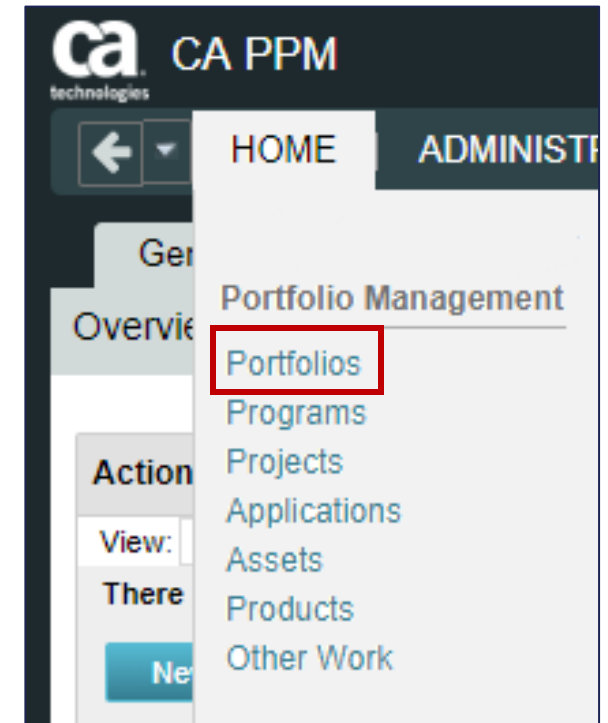
Creating Portfolios  
Portfolio Settings

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# 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.

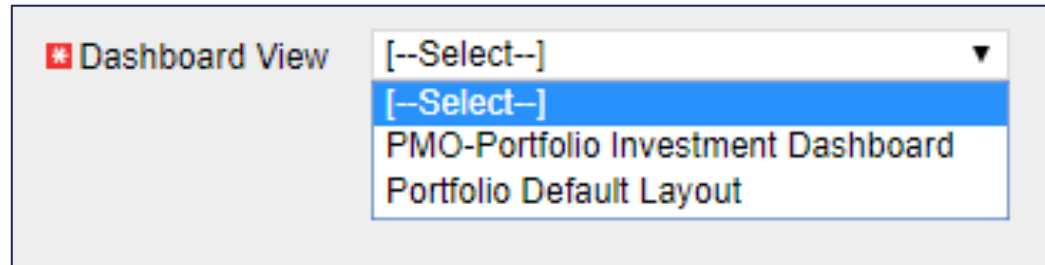
Stakeholders – Reviewers of the portfolio. Have view rights into the portfolio

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

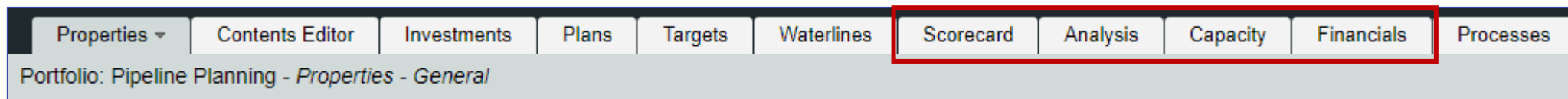
- Before you can save the portfolio, you need to set the portfolio page layout



- Portfolio Default Layout



- PMO-Portfolio Investment Dashboard



# Part IV: Portfolio Content

Adding Investments to the Portfolio

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# 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.

# Part V: Portfolio Synchronization

Getting Investment Data Into The Portfolio

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# 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

✳✳ Portfolio ID

Description

✳ Start Date

✳ Finish Date

Managers   
Scarlato, Jennifer

Stakeholders   
Bolin, Rod

Sync Schedule

Last Sync Date

**Targets**

Total Cost

Capital Cost

Operating Cost

Benefits

Roles

✳ → 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

# Part VI: Portfolio Targets

Setting Portfolio Constraints

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# 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

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

# Part VII: Portfolio Waterline

See The Portfolio In Action

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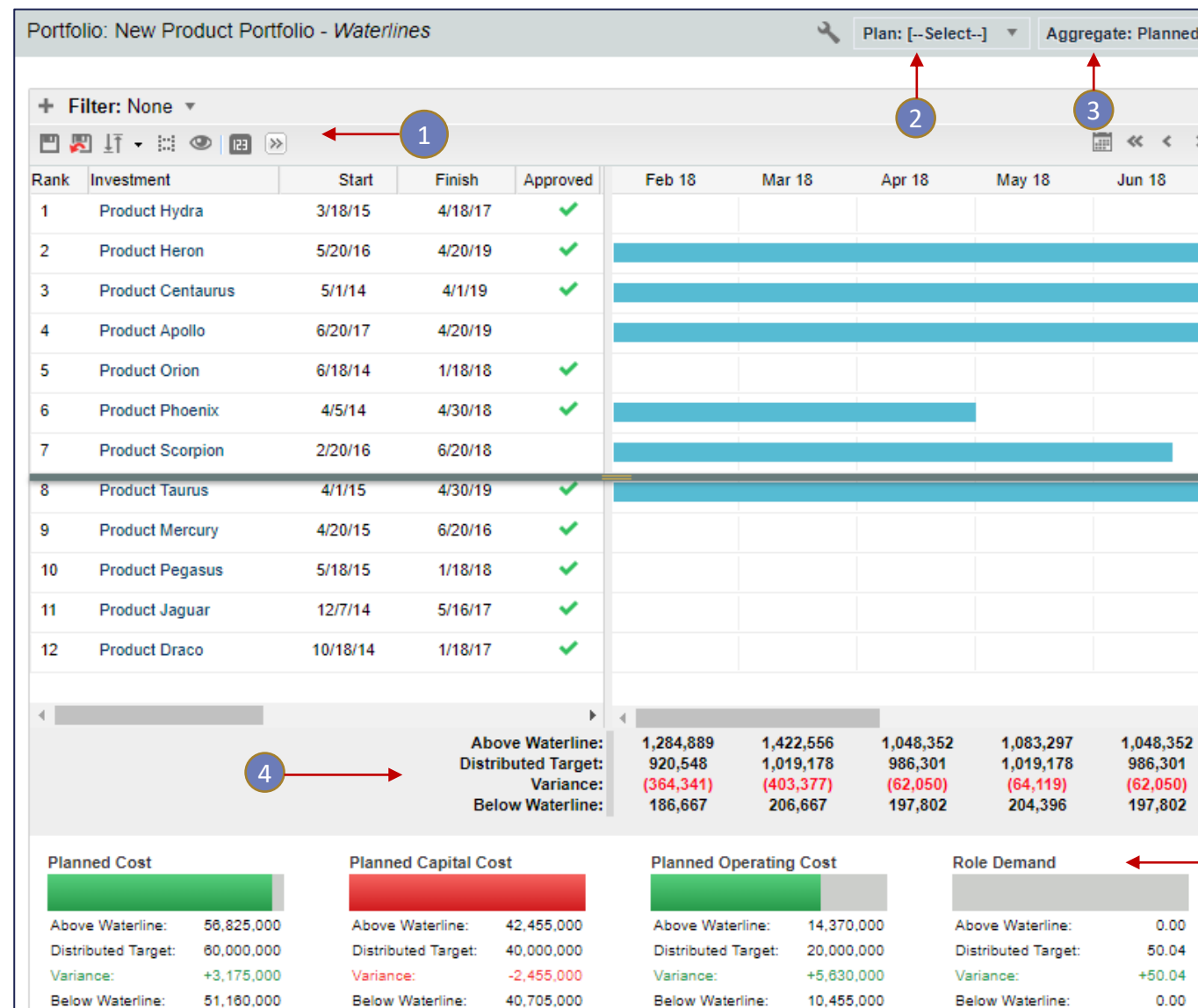
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# Utilizing The Portfolio Waterline

- 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



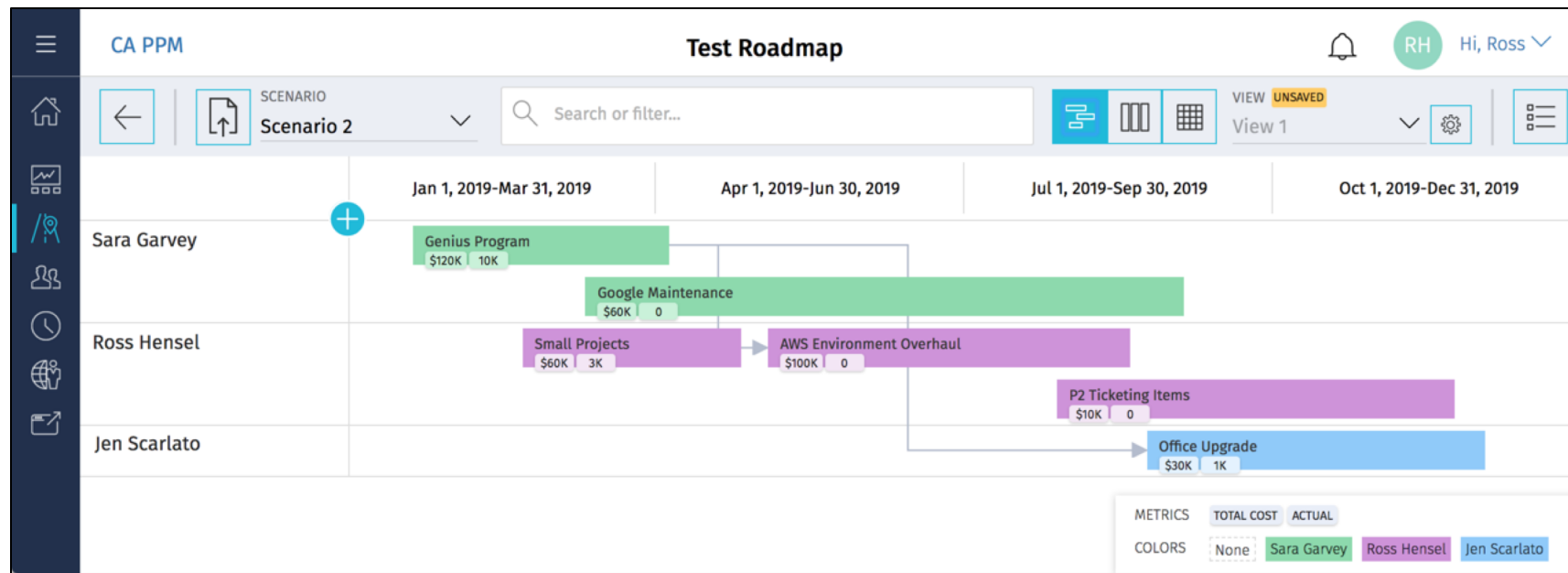
# Part VIII: Portfolios in the Modern UX

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# What is a Roadmap?

- Provide portfolio managers with top-down planning for the launch of new products, services, applications or other company investments.
- Utilize the fields within Roadmaps to categorize items as in plan, status, rank, etc

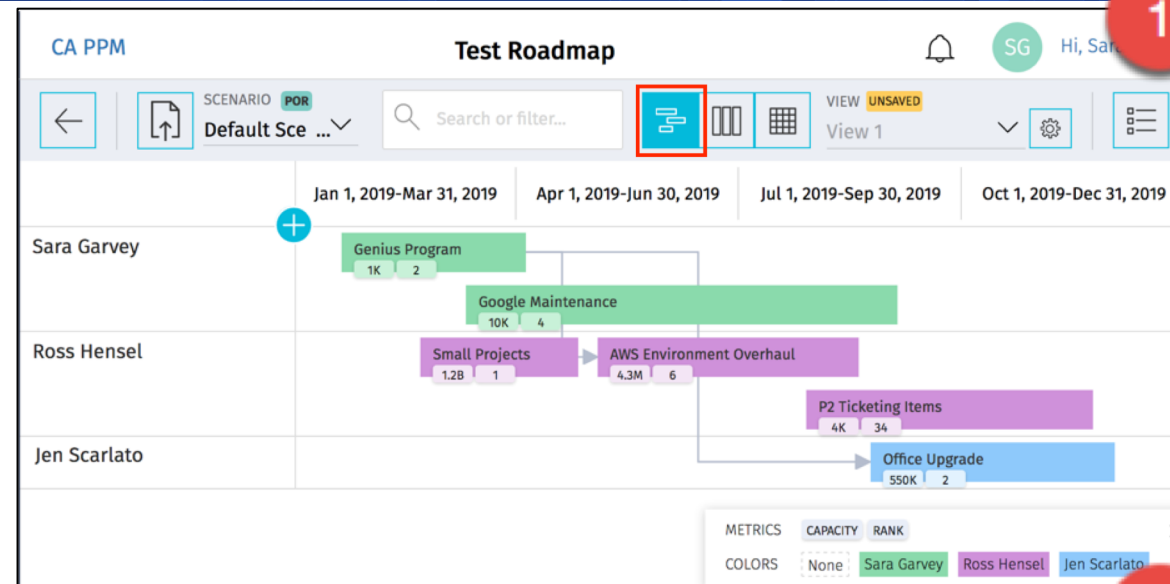


# Roadmapping Overview

- **Roadmaps are not tied to Projects, Ideas, etc, and can not be synchronized with Projects/Ideas – they are entirely separate objects.**
- Fiscal Period based – based on system base entity
- Supports view by yearly, monthly and quarterly fiscal periods.
- Can change zoom level and periods
- Can change what swim lanes are organized by – stakeholder, outcome, etc.
- Can import data from CSV to Roadmap

# Views

- 3 Roadmap Views:
  1. Timeline
  2. Board
  3. Grid
- Can add items and edit in all 3 views



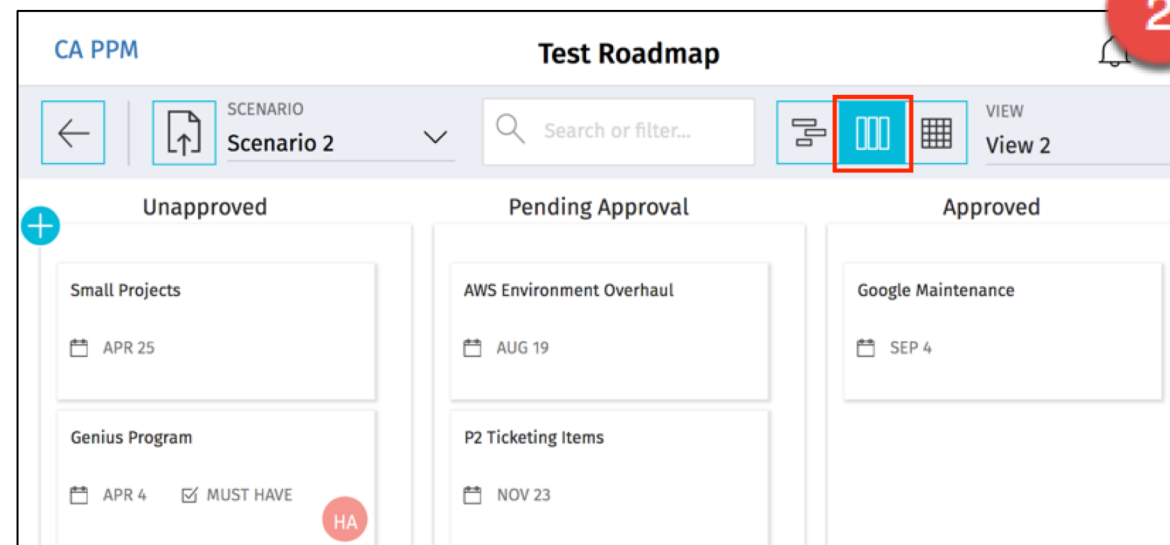
CA PPM Test Roadmap

SCENARIO **Scenario 2**

Search or filter...

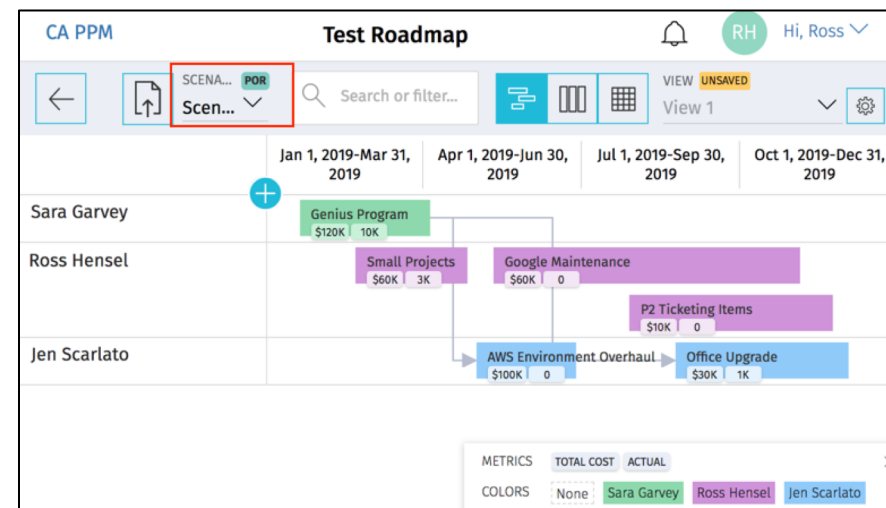
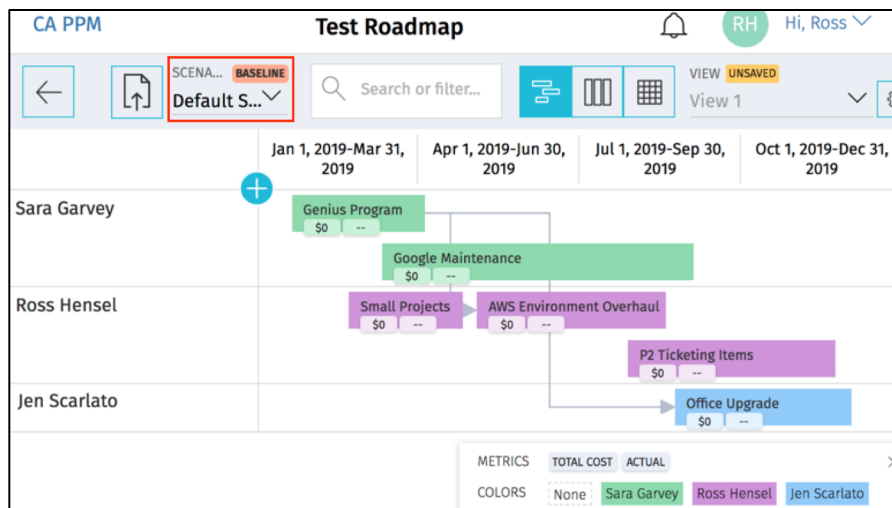
VIEW **UNSAVED** View 2

In Plan	Rank	Roadmap It...	Sponsor	Owner	Start	Finish
<input checked="" type="checkbox"/>	2	Office Upgrade	Administrator...	Bolin, Rod	Aug 24 2019	Dec 02 2019
<input checked="" type="checkbox"/>	1	Small Projects	Garvey, Sara	Administrator...	Feb 20 2019	Apr 25 2019
<input checked="" type="checkbox"/>	2	Genius Progr...	Avery, Hannah	Bolin, Rod	Jan 20 2019	Apr 04 2019
<input type="checkbox"/>	4	Google Maint...	Flores, Vivian	Avery, Hannah	Mar 10 2019	Sep 04 2019
<input checked="" type="checkbox"/>	6	AWS Environ...	Campbell, Re...	Bonham, Jess...	May 03 2019	Aug 19 2019
<input type="checkbox"/>	34	P2 Ticketing I...	Campbell, Re...	Bonham, Jess...	Jul 28 2019	Nov 23 2019



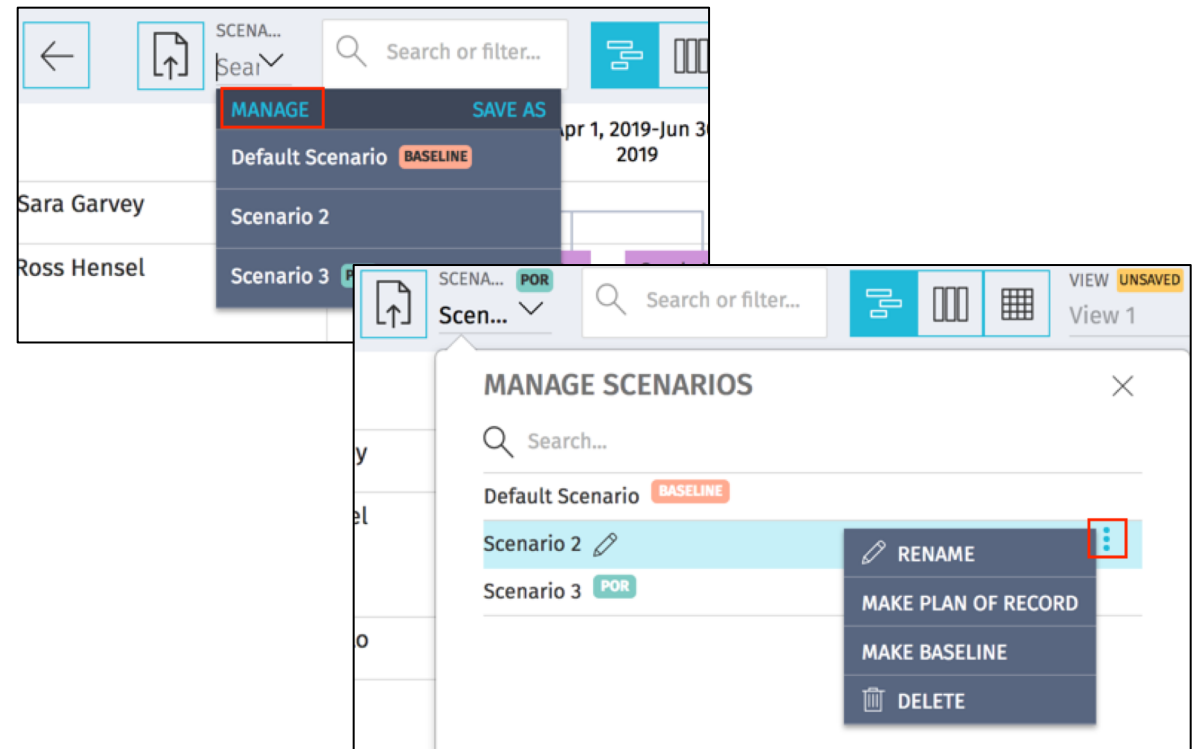
# Scenarios

- Allow roadmap users to explore changes to the roadmap items for “what-if” analysis. They are copies of road map data with a unique name
- Multiple scenarios may be created for a roadmap and one may be marked as the plan of record
- Switching between scenarios will only update the roadmap data, views will not adjust unless the user selects a different one



# Scenarios

- A default scenario is created with each new roadmap and is marked as the plan of record
- Each scenario may be marked as the plan of record or baseline, but only one of each
- Manage the plan of record and baseline flags, scenario names and deletion of scenarios within the roadmap itself



# Questions?



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- Access your account at pmi.org
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCR's** button under the **Report PDU's**
- Click on **Report PDU's**
- 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.



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