*Haward Technology Middle East*

**COURSE OVERVIEW PM0063**
**Project Portfolio Management for Business Transformation**

**Course Title**
Project Portfolio Management for Business Transformation

**Course Reference**
PM0063

**Course Duration/Credits**
Five days/3.0 CEUs/30 PDHs

**Course Date/Venue**

| Session(s) | Date | Venue |
|---|---|---|
| 1 | August 11-15, 2024 | Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey |
| 2 | September 08-12, 2024 | Boardroom, Warwick Hotel Doha, Doha, Qatar |
| 3 | December 15-19, 2024 | Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE |

**Course Description**



*This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.*

This course is designed to provide participants with a detailed and up-to-date overview of Project Portfolio Management for Business Transformation. It covers the role of project portfolio management in business transformation; the project portfolios with business strategy and objectives; the PPM processes and lifecycle; establishing governance structures to support effective portfolio management; the various tools and techniques used in portfolio selection and prioritization; the project selection to achieve strategic objectives; the financial models for project valuation and selection; and the risk management, stakeholder engagement, effective communication and decision-making frameworks.

During this interactive course, participants will learn the change management, capacity planning, resource allocation and performance measurement and KPIs; the effective reports and dashboards for portfolio management; the PPM practices to support agile and hybrid project management environments; the sustainability and corporate social responsibility into portfolio decisions; the innovation within the portfolio to support business transformation; scaling and adapting portfolio management process in dynamic business environments; and the emerging trends in PPM, developing a PPM strategy and assessing the maturity of PPM practices within an organization.

## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on project portfolio management for business transformation

- Discuss the role of project portfolio management in business transformation

- Align project portfolios with business strategy and objectives

- Describe PPM processes and lifecycle and establish governance structures to support effective portfolio management

- Identify various tools and techniques used in portfolio selection and prioritization

- Optimize project selection to achieve strategic objectives and apply financial models for project valuation and selection

- Carryout risk management, stakeholder engagement, effective communication and decision-making frameworks

- Employ change management, capacity planning, resource allocation and performance measurement and KPIs

- Design effective reports and dashboards for portfolio management

- Adapt PPM practices to support agile and hybrid project management environments

- Integrate sustainability and corporate social responsibility into portfolio decisions

- Foster innovation within the portfolio to support business transformation

- Scale and adapt the portfolio management process in dynamic business environments

- Discuss the emerging trends in PPM, develop a PPM strategy and assess the maturity of PPM practices within an organization

## Who Should Attend

This course provides an overview of all significant aspect and considerations of project portfolio management for business transformation for project managers, portfolio managers, business analysts, executives and senior leaders, strategy and planning professionals, change management specialists, product managers, consultants and advisors.

## Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

## Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

## Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

## Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

**Dr. Chris Le Roux**, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

## Course Fee

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|---|---|
| Istanbul | **US$ 6,000** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Doha | **US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Dubai | **US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day |

## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

### *Day 1*

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|---|---|
| *0730 – 0800* | *Registration & Coffee* |
| *0800 – 0815* | *Welcome & Introduction* |
| *0815 – 0830* | **PRE-TEST** |
| *0830 – 0900* | **Introduction to PPM**: *The Role of Project Portfolio Management in Business Transformation* |
| *0900 - 0930* | **Strategic Alignment**: *Aligning Project Portfolios with Business Strategy & Objectives* |
| *0930 – 0945* | *Break* |
| *0945 – 1030* | **PPM Processes & Lifecycle**: *The PPM Process, including Portfolio Definition, Optimization & Monitoring* |
| *1030 – 1130* | **Governance in PPM**: *Establishing Governance Structures to Support Effective Portfolio Management* |
| *1130 – 1245* | *Break* |
| *1245 – 1320* | **Tools & Techniques for Portfolio Analysis**: *Introduction to Various Tools & Techniques Used in Portfolio Selection & Prioritization* |
| *1320 - 1420* | **Case Study Analysis**: *Analyzing a Business Case to Understand the Application of PPM Fundamentals* |
| *1420 – 1430* | **Recap** |
| *1430* | *Lunch & End of Day One* |

### *Day 2*

| | |
|---|---|
| *0730 – 0830* | **Portfolio Optimization Techniques**: *Techniques for Optimizing Project Selection to Achieve Strategic Objectives* |
| *0830 - 0930* | **Financial Models in PPM**: *Understanding & Applying Financial Models for Project Valuation & Selection* |
| *0930 – 0945* | *Break* |
| *0945 – 1100* | **Risk Management in PPM**: *Identifying & Managing Portfolio Risks to Ensure Strategic Alignment* |
| *1100 – 1230* | **Stakeholder Engagement & Communication**: *Effective Communication Strategies for Engaging Stakeholders in Portfolio Decisions* |
| *1230 – 1245* | *Break* |

| 1245 – 1320 | **Decision-Making Frameworks**: *Applying Decision-Making Frameworks to Prioritize Projects & Allocate Resources* |
|---|---|
| 1320 - 1420 | **Workshop**: *Participants Will Work on Optimizing a Mock Portfolio Based on Strategic Goals & Constraints* |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Two* |

**Day 3**

| 0730 – 0830 | **Change Management in PPM**: *Strategies for Managing Organizational Change Through Portfolio Management* |
|---|---|
| 0830 - 0930 | **Capacity Planning & Resource Allocation**: *Effective Techniques for Planning & Allocating Resources Across the Portfolio* |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | **Performance Measurement & KPIs**: *Establishing Key Performance Indicators (KPIs) For Portfolio Performance Monitoring* |
| 1100 – 1230 | **Portfolio Reporting & Dashboards**: *Designing Effective Reports & Dashboards for Portfolio Management* |
| 1230 – 1245 | *Break* |
| 1245 – 1320 | **Technology in PPM**: *Overview of PPM Software & Tools to Support Portfolio Management* |
| 1320 - 1420 | **Group Exercise**: *Implementing PPM Processes & Tools in a Simulated Organizational Environment* |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Three* |

**Day 4**

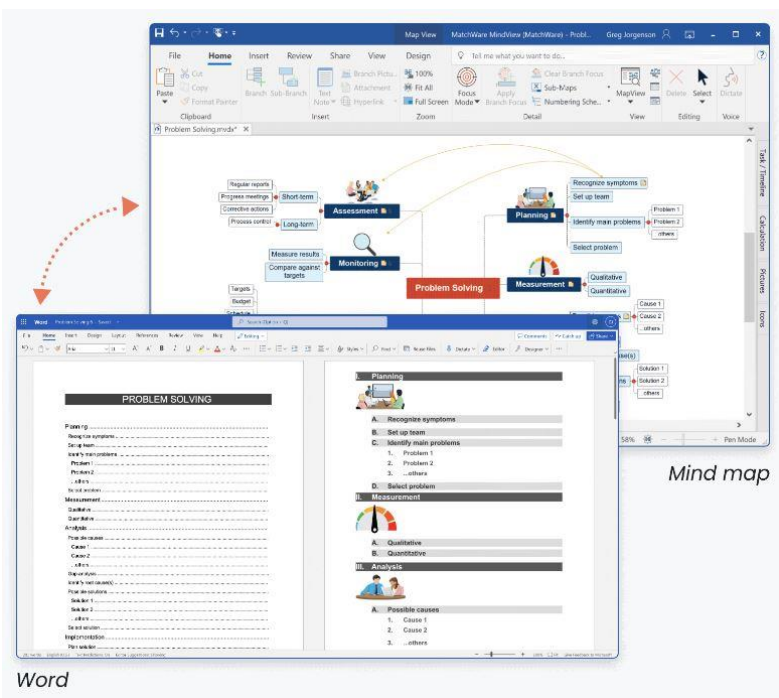| 0730 – 0830 | **Agile Portfolio Management**: *Adapting PPM Practices to Support Agile & Hybrid Project Management Environments* |
|---|---|
| 0830 - 0930 | **Sustainability & Social Responsibility in PPM**: *Integrating Sustainability & Corporate Social Responsibility into Portfolio Decisions* |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | **Innovation Management**: *Fostering Innovation Within the Portfolio to Support Business Transformation* |
| 1100 – 1230 | **Portfolio Scalability & Flexibility**: *Strategies for Scaling & Adapting the Portfolio Management Process in Dynamic Business Environments* |
| 1230 – 1245 | *Break* |
| 1245 - 1320 | **Emerging Trends in PPM**: *Discussion on Emerging Trends & Their Impact on PPM Practices* |
| 1320 – 1420 | **Interactive Session**: *Participants Discuss & Present Their Approach to Integrating Advanced Topics into PPM* |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Four* |

**Day 5**

| 0730 – 0830 | **Developing a PPM Strategy**: *Steps for Developing & Implementing a PPM Strategy in an Organization* |
|---|---|
| 0830 – 0930 | **Case Studies in Business Transformation**: *Analyzing Case Studies of Successful Business Transformation Through Effective PPM* |

| 0930 – 0945 | *Break* |
|---|---|
| 0945 – 1130 | **PPM Maturity Models**: *Assessing & Advancing the Maturity of PPM Practices Within an Organization* |
| 1130 - 1200 | **Best Practices in PPM**: *Consolidating Lessons Learned & Best Practices for Successful PPM Implementation* |
| 1200 - 1215 | *Break* |
| 1215 – 1345 | **Group Project Presentation**: *Groups Present Their Comprehensive PPM Strategy for a Hypothetical or Real Business Transformation Initiative* |
| 1345 – 1400 | **Course Conclusion** |
| 1400 – 1415 | **POST-TEST** |
| 1415 – 1430 | *Presentation of Course Certificates* |
| 1430 | *Lunch & End of Course* |

## Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".



*Mind map*

*Word*

**Mindview Software**

**Raidlog Simulator**

**Course Coordinator**
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