

Program and Portfolio Management

PMG 665

Orientation Lecture

Introduction to the course

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Orientation
Lecture

Course Description

- This course addresses the fundamental principles of managing portfolios and programs.
- Portfolios translate an organization's business strategy into a collection of activities that can be managed with desired benefits and results.
- Program management deals with managing several related projects in a cohesive, multi-project environment, and provides benefits that one might not get from managing the projects individually.

**Orientation
Lecture****Course Description**

- Both portfolio and program management align projects with business objectives.
- This course also describes the processes that follow project cost estimation and pricing.

Orientation Lecture

General Objectives

Students will be able to:

1

Evaluate critical success factors for projects and programs, use these factors to create project portfolios that align with strategic goals of the organization and describe best practices for managing such a portfolio.

2

Construct a program management plan that describes best practices for the creation and management of programs and how to coordinate activities such as finance, procurement, and risk across programs.

3

Given a case consisting of a specific set of project contexts and plans within a project portfolio, recommend approaches for managing and balancing resource demands, allocations, and stakeholder expectations across the projects, programs, and the portfolio.

General Objectives

Students will be able to:

4

Given a specific program context, which includes a plan, cost, schedule, and deliverable metrics, analyze the project data, classify various project expenditures as capital or operational, and recommend approaches for funding the project.

Orientation Lecture

Course Schedule and Topics

Week	Lecture	Lecture Topic	Discussion Panel	Quiz
Week 1	Orientation Lecture	Introduction to the course	✓	✓
Week 2	Lecture 1	Introduction to Program and Portfolio Management	✓	✓
Week 3	Lecture 2	Strategic Planning and Program Management	✓	✓
Week 4	Lecture 3	Change Management: The Good, the Bad and the Ugly	✓	✓
Week 5	Lecture 4	Program Initiation	✓	✓
Week 6	Lecture 5	Benefits Management	✓	✓
Week 7	Lecture 6	The Earned Benefit Method for Controlling Program Performance	✓	✓
Week 8	Lecture 7	Communication and Its Power at the Program Level	✓	✓
Week 9	Lecture 8	Decision Gate Discipline for Programs.	✓	✓
Week 10	Lecture 9	Program Risk Management.	✓	✓
Week 11	Lecture 10	Information Structuring “Methodology”: Tools and Techniques for Effective Program Management	✓	✓
Week 12	-	-	✓	
Week 13	-	Beginning of Final Exams	-	

Lecture

01

Introduction to Program and Portfolio Management

- How Did Program Management Originate?
- What is a Program, and What Should be Managed as a Program?
- What is program management's place in the organization?
- Competitive advantages through program management.
- What is a PMO?
- Scalable structure and processes.
- How does program management close the gap?
- An introduction path for program management.
- Specific business benefits of program management.
- Program management focuses on complexities.



Lecture

02

Strategic Planning and Program Management

- What is strategic planning?
- Program life cycle and program benefits management
- Pre-program preparations
- Program initiation
- Program setup
- Delivery of program benefits
- Program closure
- Benefits of managing the strategic plan as a program

Lecture

03

Change Management: The Good, the Bad and the Ugly

- What is Change Management ?
- Top ten reasons people are resistant to change
- How to address change resistance and change
- Program roles & responsibilities

Lecture

04

Program Initiation

- What is Program ?
- Program or project manager, who cares?
- Caution: program managers require special skills!
- Do not accidentally immediately jump into planning or executing!
- Executive also has expectations
- Estimates and guesses are synonymous



Lecture

05

Benefits Management

- Benefits Categories
- Benefits management life cycle



Lecture

06

The Earned Benefit Method for Controlling Program Performance

- The benefits management life cycle
- Benefits assessment
- Business case development
- Benefits realization planning
- Benefits realization
- Benefits realization completion

Lecture
07

Communication and Its Power at the Program Level

- Determine the power brokers
- Have a clear and achievable strategy
- Communication and diversity of program stakeholders
- Getting it right: communication type, strategy and channel
- Start with the most important
- Use the communication log
- Rapport Building: Dose the magic !
- Manage the communication channels
- Listen to win the influence
- Constant engagement
- Build strong personality: focusing on the power of non-verbal communication
- Keep it simple



Lecture

08

Decision Gate Discipline for Programs

- The role of decision gates
- Scheduling
- Planning for decision gates
- Content of the decision gate presentation
- Passing through decision gates
- Decision gates as business process

Lecture
09

Program Risk Management

- What is risk?
- Risk categories, triggers, and the risk register
- The relationship of risk management between projects and programs
- The importance of program risk management
- Risk communication planning
- Common risk processes, tools, and techniques
- What is effective risk management?



Lecture

10

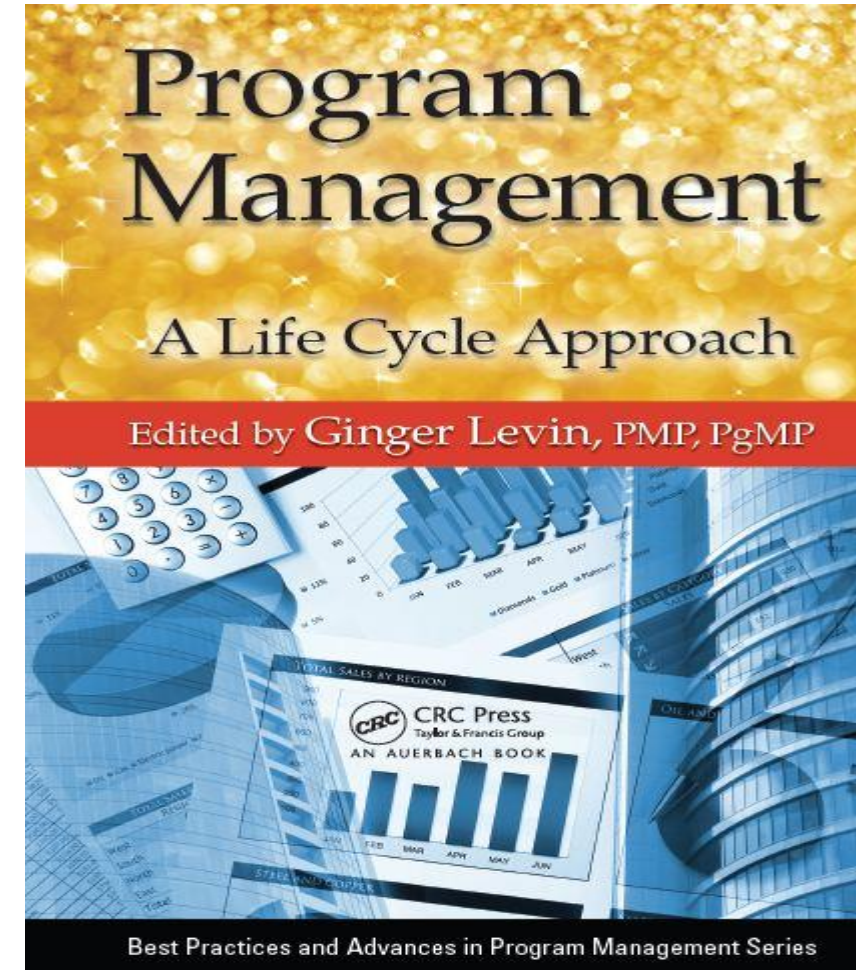
Information Structuring “Methodology”: Tools and Techniques for Effective Program Management

- Information structuring methodology in context with the enterprise management framework
- Program external factors
- Program “internal” constantly changing factors
- Program “internal” and “external” constantly changing factors
- Program management information system tools
- Program best practices

Orientation
Lecture

- **Required Textbook:**

Program Management: A Life Cycle Approach. by Ginger Levin, PMP, PgMP.



الأعمال وتوزيع درجات الفصل الدراسي

توزيع الدرجات - 100%	الأعمال
حضور المحاضرة وحل الأسئلة المصاحبة	محاضرة مُسجلة أسبوعيًا السبت من كل أسبوع
8 درجات لكل اختبار قصير بمجموع 80%	اختبار قصير مُصاحب للمحاضرة بشكل أسبوعي
الحضور اختياري	حلقة نقاش افتراضية أسبوعية لمناقشة محتوى المحاضرة المُسجلة
20%	الاختبار النهائي

سياسة الغياب والاعتذار

يتم احتساب الغياب من خلال حل الطالب للاختبار القصير المُصاحب للمحاضرة المُسجلة الأسبوعية، وفي حال تغيب الطالب عن 4 اختبارات قصيرة يؤدي هذا إلى الحرمان من الاختبار.

آخر موعد للاعتذار عن أي اختبار قصير يكون قبل إغلاق موعد الاختبار مع إرفاق الدلائل الثبوتية لأي أعذار قهرية أو مرضية عبر نموذج الأعذار عن اختبار قصير عبر منصة (SIS).

آخر موعد للاعتذار عن الاختبار النهائي يكون قبل موعد عقد الاختبار مع إرفاق الدلائل الثبوتية لأي عذر قهري أو طبي عبر نموذج الأعذار عن اختبار نهائي عبر منصة (SIS)، ولن يتم احتساب أي أعذار بعد نهاية الموعد.

يحق لإدارة الجامعة مراعاة بعض الظروف القهرية.

المحاضرات

ستتاح المحاضرة الأسبوعية على المنصة التعليمية

Moodle

كل يوم سبت في تمام الساعة ١٢ ظهراً

بتوقيت مكة المكرمة

حلقات النقاش

- حضور حلقات النقاش **اختياري**
- **ينصح بشدة** الحرص على الحضور لتعزيز المكتسبات العلمية من محتوى المحاضرة.
- يفضل مشاهدة المحاضرة المسجلة وتلخيصها قبل حضور حلقة النقاش
- رابط حلقة النقاش متوفر على المنصة التعليمية **وهو ثابت لجميع حلقات النقاش الخاصة بالمادة.**

الاختبارات القصيرة

- تعد الإجابة على الاختبار القصير بمثابة الحضور للطالب.
- يتكون الاختبار القصير من ٨ أسئلة (٨ درجات).
- سيتمح الاختبار القصير على المنصة التعليمية Moodle كل يوم سبت في تمام الساعة ١٠ مساءً بتوقيت مكة المكرمة.
- ويترك لمدة أسبوع ، ثم يغلق في يوم السبت الذي يليه تمام الساعة ٩ مساءً بتوقيت مكة المكرمة

الاختبار النهائي

- سيتاح الاختبار النهائي على المنصة التعليمية Moodle حسب مواعيد الاختبارات النهائية والتي سيتم الإعلان عنها نهاية الفصل الدراسي.
- يتكون الاختبار النهائي من ٢٠ سؤال، كل سؤال بدرجة.
- الاختبار النهائي من ٢٠ درجة.



Thank You