



COURSE OVERVIEW PM0063 **Project Portfolio Management Skills and Techniques**

Course Title

Project Portfolio Management Skills and Techniques

Course Date/Venue

Session 1: April 27-May 01, 2025/Meeting Plus 9,
City Centre Rotana, Doha, Qatar

Session 2: December 21-25, 2025/Tamra Meeting
Room, Al Bandar Rotana Creek, Dubai,
UAE

Course Reference

PM0063

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

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

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

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.

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: -

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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.
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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.



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.

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.

Accommodation

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

Course Fee

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

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



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”.

The screenshot displays the Mindview Software interface. The top window shows a mind map titled 'Problem Solving' with branches for 'Assessment', 'Planning', 'Measurement', and 'Monitoring'. The bottom window shows a word document titled 'PROBLEM SOLVING' with sections for 'Planning', 'Measurement', and 'Analysis'. The word document content includes:

Planning:

Recognize symptoms:

Set a team:

Identify main problems:

1. Problem 1

2. Problem 2

3. Others

Select problem:

Measurement:

A. Quantitative

B. Qualitative

Analysis:

Possible causes:

1. Cause 1

2. Cause 2

3. Others

Mindview Software



FREE RAID Log Template + RAID Analysis

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RAID ANALYSIS

	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES	
Critical	1	0	1	1	3
High	0	0	0	1	1
Moderate	1	1	0	0	2
Low	0	0	1	0	1
Negligible	0	0	0	0	0
Total	2	1	2	2	

PM-TRAINING

RAID LOG

ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	
8					
9					
10					
11					

Raidlog Simulator

Course Coordinator

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