MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Project Management

Project Portfolio Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2543	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

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Course Overview

Many organizations do not understand or focus on how their projects support the enterprise strategy. This can impede both progress and efficiency in achieving the organization's goals. This course surveys important views of enterprise strategy and provides the tools and understanding necessary to keep projects on the correct organizational track. Projects that strategically align to organizational goals can significantly impact the life cycle return on investment and the ability to invest in projects. Lectures, discussions, and exercises will familiarize participants with prioritizing projects and how best practices in strategic alignment can help ensure a project's contribution to enterprise success.

Course Outcomes

Organize a large scope of work into an effective program.

Follow a systematic approach for establishing and managing a program.

Effectively manage risk in a program.

Ensure that the critical success factors are in place for a program or portfolio.

Match the portfolio to the strategic needs of the organization.

Prioritize the projects within the portfolio.

Shift the portfolio in a changing environment.

Course Outline / Curriculum

Program and Portfolio Concepts

- Defining project, program and portfolio management
- Contrasting the relationship between projects, programs and portfolio
- Benefits of these concepts
- Factors for success in program management
- Factors for success in portfolio management

Program Management Life Cycle

- Typical program management life cycle overview
- Phase gate process
- Pre-program preparations
- Program initiation
- Program charter

Program Set-Up

- Program management planning
- Detailed planning process steps
- Key stakeholder identification
- Program scope
- Program governance
- Program organizational structure
- Program infrastructure development
- Program architecture development
- Program work breakdown structure development
- Program schedule development
- Program risk management

Delivery of Program Benefits and Program Closure

- Authorize and monitor projects
- Communication and coordination
- Change management
- Performance measurements
- Escalation actions
- Program closure

Portfolio Management Overview

- Benefits of portfolio management

Requirements for project portfolio management

- Introduction to the project portfolio management process groups
- Key stakeholders in portfolio management

Portfolio Component Selection

- Strategic Plan
- Identify portfolio components
- Categorize components
- Evaluate components
- Pair-wise comparison
- Two criterion comparison grid
- Scoring models
- Select components

Balancing the Portfolio

- Portfolio risk management
- Prioritize components
- Balancing the portfolio
- Probability analysis
- Graphical methods
- Communicate portfolio adjustment
- Authorize components

Monitoring and Controlling the Portfolio

- Monitor and control portfolio risks
- Review and report portfolio performance
- Monitor business strategy changes

Target Audience

PMO directors; Program directors; Program managers; Senior project managers

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

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About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Project Portfolio Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____