Project Portfolio Management: Design, Build & Manage Portfolios

29 March – 2 April 2027
Kigali (Rwanda)



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Why This Course

Project portfolio management helps organizations select the right projects, allocate resources effectively, and ensure that every initiative contributes to strategic objectives. Without a structured portfolio approach, organizations may invest in too many projects, duplicate efforts, overload resources, or fail to achieve the expected business value.

This comprehensive 1-week Project Portfolio Management Training program equips participants with the knowledge and practical tools needed to design, build, and manage effective project portfolios. The course covers portfolio strategy, governance, project selection, prioritization, resource optimization, performance monitoring, risk management, stakeholder engagement, and reporting. Through hands-on exercises and real-world case studies, participants will learn how to create portfolio frameworks that improve decision-making, maximize value, and support organizational success.

What You'll Learn and Practice

By joining this program, you will:

- Understand the principles and best practices of project portfolio management.
- Align project portfolios with organizational strategy and business goals.
- Design and implement practical portfolio management frameworks.
- Define portfolio roles, responsibilities, and governance structures.
- Build effective project intake and evaluation processes.
- Apply project selection and prioritization techniques.
- Balance portfolios based on value, risk, resources, and strategic fit.
- Optimize resource allocation across multiple projects.
- Apply capacity planning and forecasting methods.
- Manage resource conflicts between competing initiatives.
- Monitor portfolio performance using KPIs and dashboards.
- Identify, assess, and mitigate risks at the portfolio level.
- Develop communication plans and stakeholder reporting processes.



The Program Flow

Day 1: Foundations of Project Portfolio Management

- Understand the purpose and value of project portfolio management.
- Explore how portfolios connect projects with organizational strategy.
- Review portfolio management frameworks, methodologies, and best practices.
- Identify key portfolio roles, responsibilities, and decision-making levels.
- Understand how portfolio management improves prioritization, control, and value delivery.

Day 2: Portfolio Design and Project Selection

- Design an effective portfolio structure aligned with strategic objectives.
- Develop project intake and evaluation processes.
- Apply project selection and prioritization techniques.
- Assess projects based on value, risk, cost, urgency, and strategic alignment.
- Apply portfolio balancing and optimization methods to support better investment decisions.

Day 3: Resource Management and Capacity Planning

- Develop resource allocation strategies across multiple projects.
- Apply capacity planning and forecasting techniques.
- Identify and manage resource conflicts between projects.
- Use tools and methods for resource optimization.
- Improve portfolio efficiency by matching demand with available capacity.

Day 4: Portfolio Performance Monitoring and Risk Management

- Define key performance indicators for portfolio management.
- Design portfolio dashboards for monitoring performance, progress, risks, and value.
- Identify and assess risks at the portfolio level.
- Develop risk mitigation and contingency plans.
- Use performance data to support timely portfolio decisions and corrective actions.

Day 5: Portfolio Governance and Stakeholder Management

- Establish effective portfolio governance structures.
- Define decision-making processes for portfolio review and approval.
- Identify and engage key stakeholders across the portfolio.
- Develop communication plans for executives, project teams, and business units.
- Create reporting methods that improve transparency, accountability, and alignment.



Individual Impact

- Build confidence in designing and managing project portfolios.
- Strengthen skills in project selection, prioritization, and portfolio balancing.
- Improve resource planning, capacity management, and optimization capabilities.
- Gain practical tools for portfolio monitoring, dashboards, and reporting.
- Develop stronger stakeholder communication and governance skills.

Work Impact

- Improve alignment between projects and organizational strategy.
- Increase return on investment through better project selection and prioritization.
- Optimize resource use across competing initiatives.
- Improve portfolio visibility through KPIs, dashboards, and structured reporting.
- Reduce portfolio-level risks and improve decision-making quality.

Training Methodology

This program combines portfolio management concepts with practical application through:

- Case studies on project portfolio design and governance.
- Portfolio framework development exercises.
- Project selection and prioritization workshops.
- Resource allocation and capacity planning activities.
- Portfolio dashboard and KPI design exercises.
- Risk management and stakeholder communication simulations.

Beyond the Course

Upon completion, participants will be able to:

- Develop customized portfolio management frameworks for their organizations.
- Create project selection and prioritization models aligned with strategic objectives.
- Design resource optimization plans to improve portfolio efficiency.
- Build portfolio performance dashboards for monitoring and reporting.
- Establish governance and communication processes for better portfolio control.
- Manage project portfolios with greater structure, clarity, and strategic impact.

