

# Project and Portfolio Management Training

## WHY INTEGENT

Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.



Benefits of INTEGENT Training:  
Powerful and Practical



### Benefits

*Powerful (and practical) benefits of Integent training*

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.



### Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.



### Real-World Knowledge

Integent's instructors are also consultants with many years of experience in the field of project management. Throughout the years they have helped customers from many different verticals overcome the challenges of managing projects successfully. Our instructors bring this real-world experience to every classroom, benefiting students tremendously.

## Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.



### True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.



### Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

## Microsoft Project Online for Portfolio Managers

Course Number: MPOS102

Fee: Contact Us

Duration: 1 Day

This course provides the knowledge you need for the setup and usage of demand management, capacity planning and portfolio management using Microsoft Project Online and Project Server. This includes viewing project proposals as they progress through a governance workflow, reviewing and prioritizing business drivers, creating a pairwise comparison to determine business driver importance, and understanding the significance of the consistency ratio.

In addition, this course also covers the setup of the portfolio analysis features as well, including creating the business driver library, defining impact statements, creating custom fields necessary for the portfolio analysis process, and more.

This course is customized to focus on how specific roles and processes are defined for your organization.

After this course, you'll understand the processes of project scheduling and control, and be able to implement those processes in Project Professional and Project Online. The course includes both lecture and hands-on exercises.

### Topics

#### Overview of Portfolio Analysis

- Understanding Portfolio Analysis

#### Preparing to Use Portfolio Analysis

- Creating the Business Driver Library
- Defining Impact Statements
- Completing a Prioritization Exercise
- Creating Custom Fields to Support Portfolio Analysis
- Publishing Resource Plans

#### Defining the Portfolio

- Defining the Properties of the Portfolio
- Understanding Project Dependencies
- Creating Dependencies

#### Cost Analysis

- Understanding Metric Values
- Applying Views

#### Resource Analysis

- Using the Requirements Details View to Understand Resource Deficits
- Utilizing the Deficit and Surplus Report
- Reviewing the Hired Resources Report

#### What-if Analysis

- Forcing Projects In and Out
- Changing the Start Date for Projects
- Adjusting the Cost Constraints
- Modeling Hiring New Resources
- Recalculating the Analysis
- Saving Different Scenarios for Comparison

#### Committing the Portfolio

- Committing the Scenario
- Creating a View to Capture the Default Committed Field Values

### Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

### Audience

This course is designed for portfolio managers or others who will assist with the setup and usage of the demand management and portfolio analysis features of Microsoft Project Online.