

P30 In-a-Box Solution Summary

Executive Education Package

July 2016





Why a P30

- Implementing change requires the ability to do the right things and do things right
- Portfolio, Program and Project Offices ('P3O') provide the standards, principles, practices, processes and techniques necessary for successful delivery of portfolios and change programs and projects
- Aspire's P30 in-a-box comprises a modular, proven and integrated set of success patterns and delivery 'toolkit' to fast track P30 design, development and operationalization to:
 - ✓ Enable timely decision making
 - Provide Leadership with an assurance policy for high profile, mission critical initiatives
 - Manage outcomes and realize value

Benefits of P30

By bringing together a set of proven roles, processes, functions, services and techniques, P30 facilitates effective portfolio, program and project management through its enabling and governing structures and delivery capabilities/services. Specific benefits include:

- ✓ Delivery/Release Predictability
- ✓ Early visibility of performance barriers
- Proactive reporting and delivery transparency to enable decisionmaking
- ✓ Improved coordination of existing functions and processes
- ✓ Efficient people and resource management
- ✓ Reduced and sustainable cycle time
- ✓ Reduced delivery costs
- ✓ Improved quality
- ✓ Increased engagement

P30 Adoption Approach/Timeline

- Assessment and Design (week 1)
 - 27 variants of P30 Type and Function
 - Lean-Agile P30s
 - Bimodal P30s for Traditional and Lean-Agile enterprises, programs and projects
 - P3M3 and Agility Health Assessment (as required)
- Governance Organization Terms of References (week 1) 2.
- Change Management, Orientation, Workshops, Training (week 2+) 3.
- P30 Development (configuration) (week 4+) 4.
- Inspect & Adapt

P30 is aligned to other Best Management Practices including















P3O as a Strategic Enabler

From...[administrative clearing house]

PMO

- Provides support and administrative services to the project manager and delivery team
- Supports projects with standard templates and planning tools
- Checks project tasks and milestones and reports variances
- Logs risks and issues and chases for updates
- Coordinates with team leads to review invoices before submitting to A/P
- Maintains log of dependencies
- Manages environment access, technology requirements, and onboarding of new teams
- Maintains a portfolio of approved and proposed projects.
- Issues reports to stakeholders and other program/portfolio wide communications
- Collates project status reports into program and portfolio level updates

to...[strategic delivery capability]

P30

- Trusted advisor to the project manager, executive sponsor and steering group, assisting in the leadership of initiaitives for a delivery perspective
- Ensures planning is appropriate, feasible and desirable and assumes change will happen
- Execution plan-do-check-adjust cycle oversight, root cause analysis, problem solving and relentless improvement through validated learning
- Faciliates process of risk response, issue resolution and opportunity management
- Actively measures and manages partner/vendor engagement/performance and fosters effective working relationships
- Actively monitors dependencies and maintains continuous dialogue with stakeholders with upstream and downstream dependencies
- Drives optimal resource utilization and forecasts future demands to enable proactive planning
- Evaluates new projects against a defined scoring criteria and IT capacity. Balances demand with capacity, risk, and budget dependencies.
- Drives stakeholder engagement and manages buyin from project through senior stakeholder levels
- Challenges status reports and generates insight.
 Provides an objective view of true status supported by value/results based framework of metrics

Maintenance

Plan Execution&

Delivery Leadership

Plan Development

RIO Management

Partner/Vendor Management

Dependencies Management

Resource Management

Prioritization and Selection

Stakeholder Management

Status Reporting

P3O Alignment to P3M¹ Attributes

Management Control

Delivery framework, practices, techniques Operating rhythm & control Gates, phases and stages Performance & Learning cycle monitoring Definition of Done/Acceptance Criteria Inspect & adapt Interventions and problem solving

Stakeholder Management

Stakeholder identification and analysis
Structured engagement cycles
Regular and effective communications
Sophistication in the use of channels and
message delivery
Processing and actioning feedback

Benefits Management

Process and workflow management
Benefits profiling, categorization, ownership and measurement
Benefits realization plans
Management of benefits realization activities
Business change management

Resource Management

Resource optimization across initiatives
Resource management process and workflow management
Capacity and capability building
Supply chain management
Resource monitoring, estimation and forecasting
Productivity and efficiency
Integration of operational and PPM needs

Organizational Governance

Business performance management

Initiative optimization
Strategic alignment of initiatives
Governance process and workflow

Governance process and workflow management

Control boards

Approvals and authorization

Control and reporting structures

Legislative compliance

Compliance and integration with corporate standards

Assurance for project and program compliance

Risk Management

Enterprise-level visibility of risk exposure due to PPM Tracking of resource and budgetary implications of risks Risk categorization, assessment, actions and audit Risk registers, tracking and management Risk management process and workflow management Issue and Opportunity Management

Financial Management

Financial reporting and monitoring
Integration to business planning cycle
Actual budget and forecast PPM expenditure
Staged funding release
Financial tolerances & thresholds

Financial management information on costs and benefits Investment management process and workflow management Project proposal management, financial appraisal and business casing

1. P3M = Portfolio, Program, Project Management

P3O Project Level Services Example

Business Case & Benefits Realization Tracking Project Management Lifecycle & Approach Solution Configuration Lifecycle Information Dashboard & Decision Support Gating Process & Delivery Assurance

Gate & Critical Event Calendar

Decision Log & Action Register

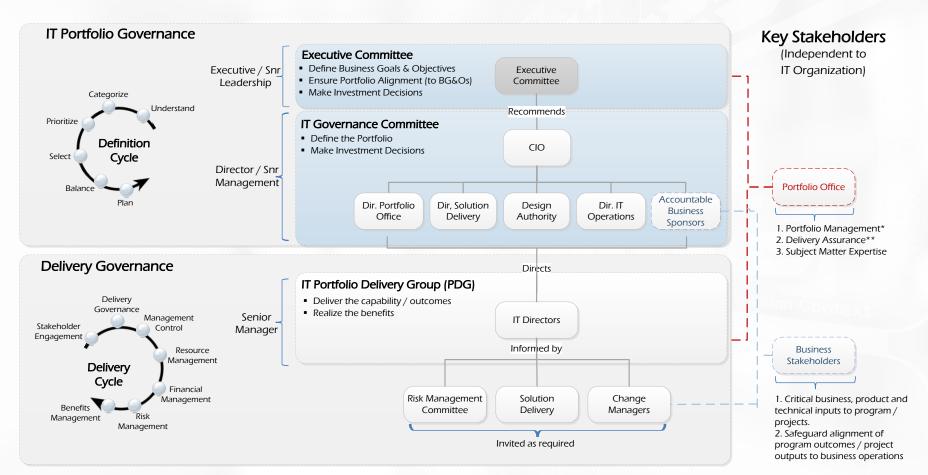
Option Analysis Issue Resolution Management Risk Identification & Evaluation Control Risk and Issues log Risk Response Planning Risk & Issue Outcome Risk Mitigation Management Management **Escalation Process** Company Roadmap / PI Planning Planning & Project **Progress** Project Management Plan Delivery Reporting Integrated Schedule (WBS) Human Resource Plan & OBS Stakeholder Dependency Management Management & Communications Status Reporting Exception Reports & Help Needed Stakeholder Management Plan Partner/Supplier Management Communication Strategy & Plan

Key Performance Indicators and Integrated Performance Management Scope Management Contingency, Tolerance and Threshold Management Role Accountability Framework Health Assessment / Quality Review Deliverables Management

Prioritization & Selection

Project Management Methodology
Training, Coaching and Mentoring
Work Packages
Operating Rhythm
Budget & Time Management
Quality Control
Management of Change
Central Document/Information Repository

P3O Portfolio Level Governance Example

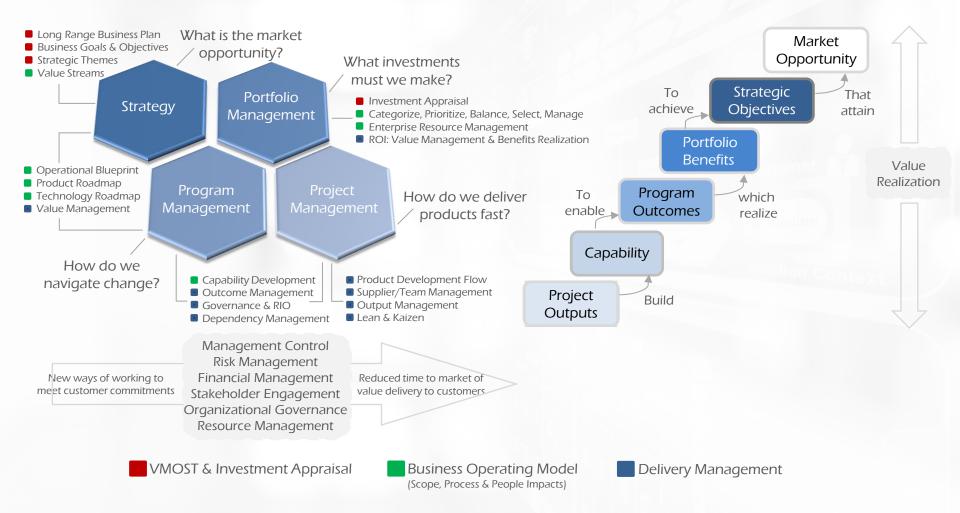


^{*} Coordination of strategic processes and senior management decision-making that together enable optimal balance of IT change and operations management

^{**} Information Management/Reporting capability (financial, resource, risk, benefits, dependencies, barriers to be removed, key decisions required, forecasting and recommendations to change, decision log & action register)

P3O Operating Context

The illustration below shows a typical flow from strategy through portfolio (definition & investment appraisal), program (design and outcome management) and project delivery levels (outputs – delivering the capability/value realization)





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Portfolio Management | Program Management | SAFe® | Enterprise P3O | Governance & Risk

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