



## COURSE NAME

**Portfolio Management Professional PfMP - Certified Program by PMI**

## COURSE DURATION

**Five days**

## COURSE DESCRIPTION

The Portfolio Management Professional (PfMP) – Certified Program, offered by Arcan Academy, is a comprehensive training program designed to equip participants with the knowledge and skills required to manage portfolios of projects and programs. This program covers the principles and concepts of portfolio management, portfolio governance, portfolio planning, portfolio performance management, and stakeholder engagement in portfolio management. Additionally, this program provides participants with the necessary knowledge and expertise to prepare for and pass the PfMP certification exam.

## COURSE OBJECTIVES

The objective of the Portfolio Management Professional (PfMP) – Certified Program is to provide participants with a deep understanding of portfolio management, including the principles, processes, and best practices involved in managing portfolios of projects and programs. By the end of this program, participants will be able to align portfolio management with organizational strategy, establish portfolio governance structures, develop a portfolio management plan, manage portfolio performance, communicate portfolio performance, manage portfolio risk and uncertainty, manage stakeholder engagement in portfolio management, and manage portfolio resources. Moreover, participants will be well-prepared to take and pass the PfMP certification exam, which is recognized globally as a mark of excellence in portfolio management. This program is ideal for professionals who aspire to enhance their skills and advance their careers in portfolio management.

## COURSE OUTLINES

DAY 1



## **1. Introduction to Portfolio Management**

- Overview of portfolio management principles and practices
- Understanding the benefits of portfolio management
- Introduction to the PFMP certification process

## **2. Portfolio Governance**

- Establishing portfolio governance processes and structures
- Defining portfolio roles and responsibilities
- Aligning portfolio objectives with organizational strategy

### DAY 2

## **3. Portfolio Performance Management**

- Defining portfolio performance metrics and key performance indicators (KPIs)
- Establishing portfolio performance measurement processes
- Monitoring and evaluating portfolio performance

## **4. Portfolio Risk Management**

- Identifying and assessing portfolio-level risks
- Developing risk mitigation strategies for the portfolio
- Implementing risk monitoring and control processes

### DAY 3

## **5. Portfolio Strategic Alignment**

- Aligning portfolio objectives with organizational goals and objectives
- Evaluating project and program contributions to the portfolio
- Prioritizing projects and programs based on strategic value

## **6. Portfolio Investment Management**

- Allocating and optimizing resources across the portfolio
- Conducting portfolio analysis and evaluation
- Making investment decisions for the portfolio

### DAY 4

## 7. Portfolio Stakeholder Management

- Identifying and engaging key stakeholders in portfolio management
- Managing stakeholder expectations and communication
- Ensuring stakeholder alignment with portfolio objectives

## 8. Portfolio Communication and Reporting

- Developing effective communication plans for portfolio management
- Reporting portfolio performance to stakeholders and senior management
- Facilitating portfolio governance meetings and reviews

## DAY 5

## 9. Portfolio Change Management

- Managing changes and disruptions within the portfolio
- Assessing and adapting portfolio strategies in response to changes
- Ensuring portfolio resilience and flexibility

## 10. Portfolio Ethics and Professional Conduct

- Understanding ethical considerations in portfolio management
- Promoting professional conduct and integrity within the portfolio
- Adhering to industry standards and best practices

## TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

## DELIVERY METHOD:

- In person



- Online