Project Portfolio Management – Resource Allocation

Purpose of Document

The purpose of this document is to provide an overview of portfolios within Innotas. This document also shares the current portfolio naming conventions and how they best optimize value of portfolio views. This document is intended for all who have a need to create and update portfolios within Innotas.

- Information covered in this document:
  1. About Portfolios
  2. Creating a Portfolio
  3. Creating a Sub-Portfolio
  4. Health Profiles

- Why is this being covered?
  Portfolios are a key component within Innotas. Once users understand how they are being used at Purdue, helpful information can be extracted.

About Portfolios

Portfolios are designed to meet the needs of the executive team by giving senior managers the ability to create portfolios of projects and to track the performance of those projects against portfolio benchmarks such as budgeted cost and resource hours as well as delivery dates.

Portfolios are designed with flexibility in mind, allowing you to model just about any hierarchy by simply adding relevant projects to portfolios, and then selecting parent-child relationships between portfolios to manage the roll-ups of budgets and actual data. Roll-ups to portfolios are based on the percentage that you set for each project. For example, a new project may be assigned 33% to each of 3 different business unit portfolios. This gives managers the ability to see exactly how their portfolios are performing at any time. Easy drill down from a portfolio directly into the member projects and member portfolios gives managers instant visibility to items that may need attention or that are performing particularly well.

Portfolios support user defined fields, so each category of portfolio can track different sets of key metrics. You can also define new tabs based on portfolio classes, giving you the ability to highlight important portfolios at the top level of Innotas menus.

Portfolios provide the engine for Application Portfolio Management, in which an application portfolio type describes application attributes and allows you to link and roll-up budgets and actuals from timesheets and projects associated with applications. Because it includes both cost and resource information from initial budget through actual costs, this helps you get a full picture of your entire portfolio, not just strategic projects.
1. Navigate to the **Portfolios** tab.

Below is the ITEA portfolio list in the hierarchy view.

![Image of portfolio list]

2. Click the **Create** button in the upper right corner.

3. Enter the data for the new Portfolio:

![Image of portfolio creation form]
Below are field definitions and guidance on the standards that have been established at Purdue.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><em>(Required)</em> The name of the portfolio. ITEA has adopted a naming standard to best organize the portfolios into parent and sub-portfolios. Purdue includes all office level portfolios. The Office level (ITEA) is the parent to all business unit portfolios. The Business Unit level is parent to all application portfolios. For example: ITEA ß office level ITEA-BS ß business unit level ITEA-BS-BW ß application portfolio level ITEA-BS-Finance ITEA-BS-HR/Payroll ITEA-BS-Supply Chain ITEA-BS-BSCC</td>
</tr>
<tr>
<td><strong>Parent Portfolio</strong></td>
<td>This new portfolio will be a sub-portfolio under this Parent Portfolio.</td>
</tr>
<tr>
<td><strong>Owner</strong></td>
<td>Enter the person who manages this portfolio.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter an optional description of the portfolio.</td>
</tr>
<tr>
<td><strong>Allow Time Entry</strong></td>
<td><em>(Required)</em> Default is No, which prevents users from entering time against this portfolio. Choose Yes to allow users to enter time, and then specify Who Can Charge Time.</td>
</tr>
<tr>
<td><strong>Who Can Charge Time</strong></td>
<td><em>(Required if Allow Time Entry=Yes, otherwise ignored)</em> Team Members or All Users. Default is Team Members</td>
</tr>
<tr>
<td><strong>Budget Hours</strong></td>
<td><em>(Not Required)</em> This field may be used to record hours budgeted to this portfolio.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><em>(Required)</em> The status of the portfolio.</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td><em>(Not required)</em> This field may be used to record the earliest start date for all projects in this portfolio.</td>
</tr>
<tr>
<td><strong>Target Date</strong></td>
<td><em>(Not required)</em> This field may be used to record the target date for all projects in this portfolio.</td>
</tr>
<tr>
<td><strong>Complete Date</strong></td>
<td><em>(Not required)</em> This field may be used to record the latest completion date for all projects in this portfolio.</td>
</tr>
</tbody>
</table>
4. Click **Create** in the bottom right corner of the page.

After you create the portfolio, you will see additional fields, such as ID, Owner, Last Modified Date, and Parent Portfolio. These are informational and generated by the system. In addition, if you have a health profile associated with the portfolio category, the health icons will display in Health Profile field.

You will also see the following links in the left sidebar.

- **Finances:** The finances page displays roll-up information of child components - projects and sub-portfolios. Also displayed is to-date information based on the roll-up date ranges (earliest start to latest target of all child projects or portfolios.

- **Notes:** The Note page displays any files or URLs you have associated with the portfolio or asset. You can add text notes to a portfolio to aid in communication between team members.
  
  You can reply to a note by clicking the Reply icon. The threaded conversation will be displayed in the Note column.

- **Attachments:** Innotas supports document and hyperlink (URL) attachments.
  
  Note: the maximum size for any single file attachment is 9.8MB.

For Portfolios, users with the proper permissions may perform the following functions:

- Create
- Edit Basic Info
- Check In/Check Out
- Delete Attachments
- View Attachments (Public: not selected)

  Note: If Public is selected, all users may view the attachments.

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**Creating attachments for Portfolios**

1. Navigate to the **Portfolios** tab.
2. Open the portfolio you want to create the attachment for.
3. Click the Attachments link on the side panel.

  Note that if you do not see a Attachments link then you do not have permission to create an attachment, or the category is not configured with an Attachments link.

4. Click the **Add** drop list and select either File or Link.
5. In the dialog that appears, enter a Title.
6. If you are attaching a file, click the Browse button and select the field. If you are attaching a URL, enter the URL in the format "http://file path" for example, http://www.innotas.com.

7. (Required) Select a Category.

8. (Optional) Enter a description.

9. Click Save.

To add a user to a team

Team: Teams give users access to an instance of a portfolio. You assign each team member a Team Member profile, which gives specific permissions to that user.

If you are already on the Team page, skip to step 3.

1. Navigate to the Portfolios tab.

2. Open the portfolio for which you will create a team and click the Team link in the side panel. Note that if you do not see a Team link then you do not have permission to create or edit a team, or the category is not configured with a Team link.

3. Click the Add button.

   In the dialog that appears, you can add individual users and existing groups. Groups appear at the top of the Available Resources list.

   - To see only a certain type of user, choose a user type filter from the Filter dropdown list.
   - To search for a specific user or group, enter the name in the Search By field and click Search.

4. Select one or more user (hold down the Control key to multi-select).

5. Choose the Member Profile to assign the selected member(s).

6. Click Select.

Note: You can give different team members different profiles.

Components (Adding and Removing Portfolio Projects and Sub-Portfolios)

Please note the following:

- A project can be in more than one portfolio
- The % to include for a project is not restricted to 100%. Therefore you can roll up any percentage of the project to one or more portfolios.
- The Sub-Portfolios panel displays the child portfolios of the current portfolio
Adding a project to a portfolio - from the portfolio

If you are already on the Components page, skip to step 3.

1. Navigate to the **Portfolios** tab.
2. Open the portfolio to which you will add a project and click the Components link in the side panel.
3. Click the Add button.

4. In the Add Portfolio Project dialog, select a portfolio project. Use the Control or Shift key to multi-select.

5. Click Select.
6. By default, the % to Include field is set to 100%. You can modify this by clicking in the field and changing the value.

Removing a Project from a Portfolio

If you are already on the Components page, skip to step 3.

1. Navigate to the **Portfolios** tab (Portfolio tab names/classes are configured by a user with administrative privileges.)

2. Open the portfolio to which you will add a project and click the Components link in the side panel. Note that if you do not see a Components link then you do not have permission to create or edit a link, or the portfolio category is not configured with a Components link.

3. Right-click on the project you wish to remove and select Delete.

4. Confirm the deletion. This will remove the project from the portfolio, but will not delete the project itself.
Creating a Sub-portfolio

A Sub Portfolio must be of the same class as its parent portfolio, but can be a different category.

1. Navigate to the Portfolios tab
2. Select the portfolio to which you will add the sub-portfolio and choose Actions > Add Child > portfolioCategory. Note that if you do not see Add Child in the menu then you do not have permission to create an element.
3. Enter the portfolio information as you would when creating a portfolio.
4. Click Create.

Health Profiles

Health Profiles allow Portfolio and Project managers handle enormous amounts of data to measure and tune portfolio performance. Health profiles let you easily answer questions such as:

- How are projects performing?
- What is the current status?
- Where are the problems?

Health Icons provide immediate performance assessments in real time across the entire portfolio of projects and tasks.

You can configure health profiles and apply them instantly across your entire portfolio. Based on performance calculations, color-coded icons can be made visible that provide a complete picture of health at the desired level (portfolios, projects, and tasks). Health icons, values, and hints (details) are available in reports. You can also access the hint information by placing your cursor over the health icon(s) for any item. Innotas's Portfolio Health Profiles can be configured to support the following key areas of performance:

**Portfolio Health Indicators**

- Schedule Health (Dates)
- Budget to Actual Hours
- Budget to Actual Cost
- Budget to Actual Revenue
Portfolio Health Indicator Field Definitions

- **Health**: Health is a set of calculated values for Portfolios, Projects and Tasks that compares the Schedule (Start and Target Dates), Budget and Estimated Hours, Cost and Revenue to current actuals.
- **Schedule Health**: The worst Project Schedule Health value in the Portfolio.
- **Hrs Budget Health** (Budget to Actual Hrs): Actual Portfolio Project Hours/Portfolio Budget Hours to Date.
- **Cost Budget Health** (Budget to Actual Cost): Actual Portfolio Project Cost/Portfolio Budget Cost to Date.
- **Revenue Budget Health** (Budget to Actual Revenue): Actual Portfolio Project Revenue/Portfolio Budget Revenue to date.

Editing and Deleting Portfolios

**To edit a portfolio**

1. Navigate to the **Portfolios tab**.
2. Select the title of the portfolio that you would like to edit choose **Actions > Open**.
3. Make your edits. If you find that you cannot edit any of the fields, then you only have View permission for the portfolio.
4. Click **Save**.
To delete a portfolio

1. Navigate to the **Portfolios** tab.

2. Select the title of the portfolio that you would like to delete and choose **Actions > Delete**. If you do not have a Delete menu item then you do not have permission to delete the portfolio.

3. Confirm the delete.