Prioritization Techniques for Portfolios Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic business environment, organizations face an overwhelming number of projects and initiatives competing for limited resources. Effective portfolio prioritization is critical to ensure that strategic objectives are met, investments are optimized, and organizational value is maximized. Prioritization Techniques for Portfolios Training Course provides participants with practical tools and methodologies to evaluate, rank, and select projects within a portfolio, aligning decisions with business strategy, risk appetite, and resource availability. Leveraging industry best practices, this course integrates proven prioritization frameworks, decision-making models, and real-world case studies to help organizations achieve superior project outcomes.

Participants will gain the knowledge and skills to implement prioritization techniques that drive performance, enhance strategic alignment, and maximize return on investment. Through interactive sessions, hands-on exercises, and real-world portfolio simulations, learners will develop the ability to make data-driven decisions, manage stakeholder expectations, and adapt prioritization strategies in response to evolving business needs. By the end of this course, participants will be equipped to elevate portfolio management practices, reduce project redundancy, and increase organizational agility in delivering business value.

Programme Curriculum

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Course Objectives

By the end of this course, participants will be able to:

- Understand the principles of portfolio prioritization and strategic alignment
- Apply scoring models and ranking methods to evaluate projects
- Assess financial, strategic, and risk-based criteria for portfolio decisions
- Utilize weighted scoring techniques for effective project selection
- Implement prioritization frameworks for resource allocation optimization
- Analyze trade-offs between competing projects and initiatives
- Develop a balanced portfolio that maximizes organizational value
- Integrate stakeholder expectations into prioritization decisions
- Leverage software tools and dashboards for portfolio management
- Monitor and adjust portfolio priorities based on evolving business needs
- Conduct portfolio reviews and performance analysis
- Identify bottlenecks and optimize portfolio workflows
- Apply lessons from case studies to improve prioritization effectiveness

Additional Key Benefits

- Enhanced decision-making across the organization
- Reduced project duplication and inefficiencies
- Improved alignment between strategy and execution
- Increased return on investment (ROI)
- Streamlined resource allocation
- Greater transparency in project selection
- Stronger stakeholder engagement

- Increased organizational agility
- Better risk management across portfolios
- Standardized prioritization practices

Target Audiences

- Portfolio Managers
- Program Managers
- Project Managers
- PMO (Project Management Office) staff
- Business Analysts
- Senior Executives involved in strategic planning
- Resource Managers
- Project Sponsors

Course Duration: 10 days

Course Modules

Module 1: Introduction to Portfolio Prioritization

- Definition and importance of portfolio prioritization
- Key challenges in managing multiple projects
- Overview of prioritization frameworks
- Aligning projects with organizational strategy
- Identifying portfolio drivers and objectives
- Case study: Prioritization challenges in a multi-project organization

Module 2: Strategic Alignment of Portfolios

- Understanding business strategy and goals
- Mapping projects to strategic objectives
- Assessing project contribution to organizational success
- Developing alignment criteria for prioritization
- Integrating strategic fit into decision-making
- Case study: Aligning IT projects with business objectives

Module 3: Portfolio Scoring and Ranking Techniques

- Introduction to scoring models
- Defining evaluation criteria
- Assigning weights to different criteria
- Calculating portfolio scores
- Ranking projects based on quantitative analysis
- Case study: Scoring and ranking in a resource-constrained environment

Module 4: Financial Evaluation Methods

- Evaluating project ROI and NPV
- Understanding cost-benefit analysis
- Applying financial metrics in portfolio decisions
- Budget allocation based on financial priorities
- Comparing financial performance across projects
- Case study: Budget-driven portfolio selection in manufacturing

Module 5: Risk-Based Portfolio Prioritization

- Identifying project risks and uncertainties
- Quantifying risk impact on project outcomes
- Balancing high-risk vs. low-risk projects
- Incorporating risk into prioritization frameworks
- Risk-adjusted scoring techniques
- Case study: Risk-informed prioritization in healthcare projects

Module 6: Stakeholder-Driven Prioritization

- Identifying key stakeholders and their priorities
- Collecting stakeholder input for portfolio decisions
- Resolving conflicts between stakeholder interests
- Communicating prioritization decisions effectively
- Maintaining stakeholder engagement throughout portfolio management
- Case study: Managing competing stakeholder demands in a public sector portfolio

Module 7: Resource Optimization and Capacity Planning

- Evaluating resource availability and constraints

- Allocating resources based on project priority
- Optimizing portfolio performance with limited resources
- Capacity planning tools and techniques
- Monitoring resource utilization across the portfolio
- Case study: Resource optimization in a technology firm

Module 8: Portfolio Review and Performance Measurement

- Conducting portfolio health assessments
- Tracking KPIs and portfolio metrics
- Identifying underperforming projects
- Adjusting portfolio priorities based on performance data
- Continuous improvement in prioritization practices
- Case study: Portfolio review in a global organization

Module 9: Advanced Prioritization Techniques

- Multi-criteria decision analysis (MCDA)
- Analytical hierarchy process (AHP)
- Scenario planning and sensitivity analysis
- Incorporating predictive analytics into prioritization
- Using dashboards and visualization tools for decision support
- Case study: Implementing MCDA in a complex portfolio

Module 10: Portfolio Governance and Policy Integration

- Establishing governance structures for prioritization
- Developing prioritization policies and procedures
- Ensuring compliance and accountability
- Integrating portfolio management with organizational policies
- Governance frameworks for effective decision-making
- Case study: Governance-driven prioritization in a regulated industry

Module 11: Change Management in Portfolio Prioritization

- Understanding the impact of organizational change
- Communicating portfolio changes to stakeholders

- Managing resistance to reprioritization
- Aligning change initiatives with portfolio goals
- Techniques for successful change implementation
- Case study: Portfolio change management in a merger scenario

Module 12: Tools and Technology for Portfolio Prioritization

- Portfolio management software overview
- Selecting the right tool for your organization
- Leveraging dashboards and analytics for decision-making
- Integrating tools with existing workflows
- Automating prioritization processes
- Case study: Tool adoption to improve portfolio visibility

Module 13: Portfolio Optimization and Continuous Improvement

- Identifying improvement opportunities across portfolios
- Implementing lessons learned for future prioritization
- Continuous assessment of portfolio effectiveness
- Benchmarking and best practices
- Enhancing organizational agility through iterative improvements
- Case study: Continuous improvement in a fast-growing enterprise

Module 14: Scenario-Based Portfolio Exercises

- Simulating portfolio selection scenarios
- Applying prioritization techniques in real-world contexts
- Collaborative decision-making exercises
- Evaluating outcomes of different prioritization strategies
- Debriefing lessons learned from simulations
- Case study: Hands-on scenario with cross-functional portfolio decisions

Module 15: Capstone Portfolio Prioritization Project

- Applying all prioritization techniques learned
- Conducting a full portfolio assessment
- Preparing recommendations for senior management

- Presenting and defending portfolio decisions
- Reflecting on lessons learned and best practices
- Case study: Capstone project integrating scoring, risk, and strategic alignment

Training Methodology

- Interactive instructor-led sessions
- Real-world case studies and practical examples
- Hands-on exercises and portfolio simulations
- Group discussions and peer learning
- Tools and software demonstrations
- Continuous assessments and feedback

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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