



# PROJECT PORTFOLIO

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## **Purpose**

The purpose of this tool is to provide an overview of ongoing projects in the supply chain. A project portfolio is an overview of the company's overall project activities. It consists of all upcoming and ongoing projects and allows management to prioritize projects.

## **Participant(s)**

Company management, line managers and project managers.

## **Application**

The project portfolio should be worked on continuously, and reports on ongoing projects should be delivered at fixed intervals. In strategic processes the project portfolio plays a central role - what are the current processes? What has been planned? How does new initiatives impact current processes?



## Method

Based on the company's method for project reporting (see the previous tool) management decides which dimensions they want the projects to include, such as organization, time, finances and milestones.

A responsible employee is appointed to compile a list (e.g. in Excel or in a dedicated IT system) of ongoing projects, measured according to the dimensions.

In the following, an example of a project portfolio is presented. In this, colours indicate the project status. It should be noted that there are numerous ways in which to divide and arrange a project portfolio. The important thing is that the company decides to use a method to illustrate its portfolio in the best possible way.

*An example of a project portfolio in Excel*

Navn	Overordnet status	Financiel	Ressourcer	Tidsplan	Risici	Milepæl
<b>Human Resources</b>						
Projekt 1	Green	Green	Green	Green	Green	Green
Projekt 2	Yellow	Green	Green	Yellow	Green	Yellow
Projekt 3	Green	Green	Yellow	Green	Green	Green
<b>Marketing</b>						
<b>Produktudvikling</b>						
Projekt 1	Red	Green	Red	Red	Yellow	Red
Projekt 2	Green	Green	Green	Green	Green	Green
Projekt 3	Green	Yellow	Green	Green	Green	Green
<b>Operations</b>						
<b>Vedligehold</b>						
<b>Produktion</b>						
Projekt 1	Yellow	Green	Yellow	Yellow	Green	Green
Projekt 2	Green	Green	Green	Green	Green	Green
Projekt 3	Green	Green	Green	Green	Green	Green

It is important that the project portfolio is followed up at regular intervals, at which the company's projects are updated and evaluated according to the selected dimensions. The process seeks to ensure progress in the projects, but also helps to identify potential risks across projects.



## **Benefits**

An updated project portfolio provides an overview over the projects, to which the company allocates resources, and the strategic objectives that it seeks to achieve. Equally, the project portfolio gives a general picture of the health status of the ongoing projects. With a project portfolio in hand, management can avoid initiating more projects seeking to achieve the same goal. It will ensure that the right projects are initiated and that the necessary follow-up is carried out.

## **Output**

The output is a comprehensive list of facts/information on the company's ongoing projects. This provides input to resource allocation as well as to the overall strategy. The tool helps to ensure consistency between corporate strategy and project activities.

