

Understanding Portfolio/Program Status

 Portfolio IQ

 Portfolio / Program Manager

Instructions: Use this lab work sheet to complete a set of short and meaningful tasks at your own time and pace to complement your formal learning of **senseiIQ™** in the classroom. While the examples used herein may be different from (or not available) in your organization's senseiIQ™ instance, you can populate the system with your own data and follow the exercises. Ensure that you are already an enabled user in the **Sensei.IQ for Project** application.

Please note the Job Aid for [Understanding Portfolio and Program Status](#) within Learning IQ compliments the following lab sets, each of which contains two sets of data; Set A and Set B.


Lab Exercise 1. Setting Program KPIs and Composing Status Narratives



1. Setting Program KPIs and Composing Status Narratives

Set A

General

Status Date	Select the last day of the previous month from the date picker 
Project Status	Program has been approved and projects are being ramped up
Project KPI	On Track

KPI Breakdown

Deliverables KPI	On Track
Deliverables Status	Deliverables should be identified within the next 2 weeks
Schedule KPI	On Track
Schedule Status	Early stage of the program
Work KPI	On Track
Work Status	Detailed schedules under development
Financials KPI	On Track
Financials Status	Negotiation continues with the executive team to secure the needed funding for this program
Issues KPI	On Track
Issues Status	No issues yet
Risks KPI	On Track
Risks Status	Risks are being identified and categorised
Change Requests KPI	On Track
Change Requests Status	None to date

Set A

General

Status Date	Select the last day of the previous month from the date picker 
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Project Status This program is on watch due to a couple of budgeting delays and physical constraints.

Project KPI On Watch

KPI Breakdown

Deliverables KPI On Watch

Deliverables Status Some priority deliverables are overdue.

Schedule KPI Troubled

Schedule Status Schedule is not on target.

Work KPI On Watch

Work Status Detailed schedules under review.

Financials KPI On Watch

Financials Status Cost overrun is being resolved with the finance department.

Issues KPI On Watch

Issues Status High priority issues have been identified.

Risks KPI On Track

Risks Status No outstanding risks in the current period.

Change Requests KPI On Watch

Change Requests Status Pending change requests are awaiting approval.

Set B

General

Status Date Select the last day of the previous month from the date picker 

Project Status Tracking as planned with some cost variance.

Project KPI On Track

KPI Breakdown

Deliverables KPI On Track


Deliverables Status Tracking as planned



Schedule KPI	On Track
Schedule Status	Tracking as planned
Work KPI	On Track
Work Status	Tracking as planned
Financials KPI	On Track
Financials Status	Tracking as planned
Issues KPI	On Track
Issues Status	Tracking as planned
Risks KPI	On Track
Risks Status	Tracking as planned
Change Requests KPI	On Track
Change Requests Status	Tracking as planned

Set B

General

Status Date	Select the last day of the previous month from the date picker 
Project Status	We continue to reduce scope to meet the budget and are close to getting back on track with a modified approach.
Project KPI	On Watch

KPI Breakdown

Deliverables KPI	On Watch
Deliverables Status	Deliverables are currently being reviewed.
Schedule KPI	On Watch
Schedule Status	Schedule variance is currently being reviewed.
Work KPI	On Watch
Work Status	Schedule Work variance is currently being reviewed.
Financials KPI	On Watch



Financials Status Cost variance is currently being reviewed.

Issues KPI On Track

Issues Status Tracking as planned

Risks KPI On Track

Risks Status Tracking as planned

**Change Requests
KPI** On Track

**Change Requests
Status** Tracking as planned