

**Soft-Train**



*At Soft-Train  
Technology Works*

# Technology Management (3 Days)

**COURSE GOAL:** To enable the student to encourage the staff to stay informed about new technology, apply new technology and ensure that the staff is trained and capable

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

- Understand the IT requirements of the workplace
- Understand how the new technology will help with the IT division
- Encourage the Staff to use new technology
- Understand what IT can do for them

**KEY TOPICS:**

**I. IT Portfolio Management**

- A. Changes in the Current Environment
- B. Focus on IT Investments
- C. Forming, Norming, Storming: The IT Life Cycle
- D. Does IT Really Matter?
- E. IT Portfolio Management 101
- F. Comparison of IT Portfolio Management and Financial Portfolio Management
- G. Value and Risks

**II. Planning for IT Portfolio Management**

- A. Baseline Assessments
- B. Organization Readiness
- C. IT Portfolio Management Maturity
- D. IT Portfolio Management Capability Assessment
- E. Stakeholder Analysis
- F. Refining IT Portfolio Objectives
- G. Portfolio Metrics
- H. Charting the Effort
- I. Task Planning
- J. Communication Planning
- K. IT Portfolio Management Software Selection

**III. People and Governance: The Most Important Success Factors of IT Portfolio Management**

- A. A Demanding Environment
- B. The New Focus for IT: Business

- C. The Business – IT Alignment
- D. IT Governance
- E. Managing the Risk and Control of IT

**IV. IT Portfolios and Their Content in Context**

- A. IT Discovery Portfolio
- B. IT Project Portfolio
- C. IT Asset Portfolio

**V. Building the IT Portfolio**

- A. Game Plan
- B. Planning
- C. Creating
- D. Assessing
- E. Balancing
- F. Communicating
- G. Governance and Organization
- H. Assessing Execution

**VI. The IT Portfolio Management Market and Industry Provider**

**Assessment Methodology**

- A. IT Portfolio Software Market
- B. IT Portfolio Software Selection Process
- C. Industry Provider Assessment Methodology