



The Art of Annual Planning – Group Exercise Instructions
 Your Group:
 (See PowerPoint for login credentials)

PART A: Prioritize Your Portfolios (One group of no more than 3 people for each Roadmap above)

1. Login to the lab server: [bit.ly/RegoU_Art2024](https://clarify-bat.regoconsulting.moventus.com/pm) (case sensitive)
 (<https://clarify-bat.regoconsulting.moventus.com/pm> or use QR code on the Powerpoint)

Instructions for Roadmap prioritization and balancing exercise (Please read thoroughly first)

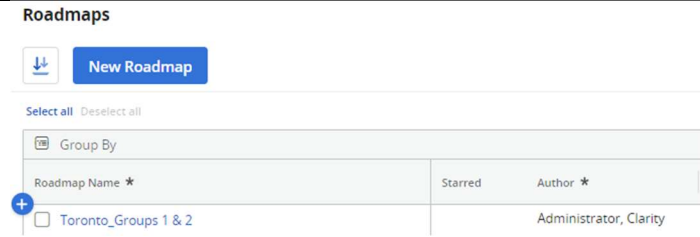
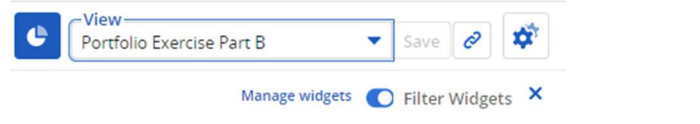
<p>Open the Roadmap designated for your group (above in header)</p>	
<p>From the Scenario menu, select the “Portfolio Prioritization” Scenario</p> <p>From the View menu, select the “Portfolio Prioritization View” (Suggested to keep widgets off for now)</p>	
<p>In the “Order” column, click the “3 line” menu and select “Recalculate Order from Sort” (If you accidentally re-sort by Order at this point, just re-select the View and it will reset)</p>	
<p>Select the Order value in all rows, then Copy/Paste them into the Rank column</p>	
<p>Sort by the Order column, then in the View menu, SAVE AS “<date> Initial Ranking”</p>	

Prioritize your portfolio:

1. From the **Scenario** menu, Scenario Save As “<date> Initial Ranking”
2. Ensure all “High” & “Incumbent” investments are IN PLAN first
3. Drag items to adjust Order of High tier (projects before ideas, placed with like incumbents)
4. Make any other manual adjustments to order as your group deems appropriate
5. From the **Scenario** menu, Scenario Save As “<date> Optimized Ranking”
6. Scenario, Manage – Set this new plan as the Plan Of Record (*REQUIRED FOR PART B TO WORK*)
7. Begin Part B below, then proceed to step 8
8. Make strategic adjustments to “In Plan” items, based on guidance from EPMO Process Governance
9. Get as many Investments as possible “In Plan” without violating constraints
TIP: Start with fixing Role constraints, then Financials, then Targets
10. Make any appropriate adjustments to Order (based on new IN/OUT of Plan groupings)
11. Scenario, Save As “<date> Ranked Baseline”
12. Scenario, Manage – Set this new plan as the Plan Of Record and Baseline

Part B: Perform Combined Portfolio Waterline Planning

(Use a 3rd person/laptop to act as the EPMO Process Governance, using either assigned login)

<p>Open the Roadmap GROUP for your designated groups, as shown at right.</p> <p>Click “Select Roadmaps”, and import the two Roadmaps you prioritized in Part A.</p>	
<p>Select view “Portfolio Exercise Part B”</p> <p>Ensure Widgets are on, and “Filter Widgets” is turned On</p>	
<p>Tip: Filter items by “Roadmap” to review the impact of each respective portfolio. Advise the respective Portfolio group leaders of the changes needed to meet the business constraints. Refresh as appropriate until constraints are met or time expires.</p>	

Business Rules for Constraint Planning

- High Tier items must be In Plan if they are “Required” or “Top Choice” Incumbents
- Final Plan must be within +/- 10% of Capex and Opex Targets
- Must not exceed Target Allocations for key constrained Resource Roles
- May offset constrained Resource Role Allocations with External Resources which will correspond with +\$100k Opex for every 500hrs of Allocation to External Resources
- CANNOT offset constrained Resource Roles with External Resources for the High Tier
- In-Flight items may be cancelled or delayed (moved out of Plan), UNLESS they are “Required” or “Top Choice” (i.e., Mid Tier Only)
- Portfolio Balance/Mix must meet Targets stated by Leadership Team:
 - At least 10% of total spend allocated to any combination of Cost Reduction and Cost Avoidance
 - At least \$28MM of total spend allocated toward Business Growth
 - No one person should be Manager for more than 5 “In Plan” Investments