

Lean Project Portfolio Management™: Meetings & Participants

| Meeting and Participants | Input | Output | Activities | Proposed Frequency | Your Notes |
|---|--|---|--|----------------------|------------|
| Proposal Coaching <ul style="list-style-type: none"> • Initiator • Portfolio Coordinator | <ul style="list-style-type: none"> • Ideas, demands, opportunities | <ul style="list-style-type: none"> • Quality assured new initiative | <ul style="list-style-type: none"> • Initiator explains their idea in detail • Portfolio Coordinator gives feedback and assists Initiator in developing initiative | Weekly | |
| Pipeline Review Committee <ul style="list-style-type: none"> • Pipeline Review Committee Member • Portfolio Coordinator • Initiator (if needed) | <ul style="list-style-type: none"> • Quality assured new initiatives | <ul style="list-style-type: none"> • Ranked list of initiatives | <ul style="list-style-type: none"> • Portfolio Coordinator submits new initiatives for evaluation • Committee reviews and ranks initiatives in light of current strategic goals | At least Monthly | |
| Portfolio Board <ul style="list-style-type: none"> • Portfolio Board Member • Portfolio Coordinator • Project Lead (if needed) | <ul style="list-style-type: none"> • Current portfolio status • Proposed portfolio going forward | <ul style="list-style-type: none"> • Project Portfolio going forward | <ul style="list-style-type: none"> • Portfolio Coordinator presents the suggested portfolio going forward, including the status of ongoing projects and new initiatives • Portfolio Board requests changes during meeting (priorities, timing, budget, key resources) • Portfolio Board decides on the future portfolio and the respective budgets • If required due to boardroom changes: Portfolio Coordinator makes effects of change requests apparent | Monthly to Quarterly | |

| Meeting and Participants | Input | Output | Activities | Proposed Frequency | Your Notes |
|---|---|--|--|--------------------|------------|
| Resource Conflict Resolution <ul style="list-style-type: none"> • Project Leads • Resource Managers • Portfolio Coordinator (if needed) | <ul style="list-style-type: none"> • Day-to-day re-resource management issues | <ul style="list-style-type: none"> • Day-to-day re-resource challenges resolved | <ul style="list-style-type: none"> • Designs and discusses working solutions for resource conflicts • Unresolved issues are escalated to the Execution Steering | Weekly | |
| Execution Steering <ul style="list-style-type: none"> • Execution Steering Members • Project Lead | <ul style="list-style-type: none"> • Project status report • Issues escalated by project lead • Unresolved issues from Tactical Resource Conflict Resolution meeting | <ul style="list-style-type: none"> • Solved problems • Further measures | <ul style="list-style-type: none"> • Reviews project status • Solves problems by changing scope or shifting resources within the project | Monthly | |
| Strategy Workshop <ul style="list-style-type: none"> • Strategy Manager • Portfolio Coordinator | <ul style="list-style-type: none"> • Company strategy | <ul style="list-style-type: none"> • Catalogue of project prioritization criteria | <ul style="list-style-type: none"> • Discusses strategy • Derives project prioritization criteria • Determines weighting of project prioritization criteria | Every 6-12 Months | |