

# Annual Portfolio Mobilisation

The portfolio and its programmes need basic foundations in place at the outset to assure success. One of the critical success factors to assure delivery on time and cost is good quality definition and mobilisation of the annual portfolio, reducing risk and anticipating the surprises which so often de-rail delivery expectations of the portfolio later in the year!

## 8 INGREDIENTS CHECKLIST



		SCORE
<b>1</b>	<b>RING FENCE SEED FUNDING</b> Funding for definition/ mobilisation of large programmes	
	<input type="checkbox"/> Can you initiate larger pipeline programmes quickly? <input type="checkbox"/> Do you assure success with better quality planning and definition? <input type="checkbox"/> Can you secure start up resources with time to recruit?	<input type="text"/>
<b>2</b>	<b>SKILLS PLAN</b> Portfolio skills requirement analysis (Day 50)	
	<input type="checkbox"/> Do you complete skills assessment to identify SMEs & resource bottlenecks? <input type="checkbox"/> Do you understand scope and high level portfolio skills breakdown? <input type="checkbox"/> Can you secure next stage skilled resources?	<input type="text"/>
<b>3</b>	<b>RESOURCE PLAN</b> Capacity vs Demand, planning/conversations	
	<input type="checkbox"/> Have you evaluated the portfolio demand? <input type="checkbox"/> Do you understand your delivery capacity and capability? <input type="checkbox"/> Have you over-committed?	<input type="text"/>
<b>4</b>	<b>REQUIREMENTS AND SCOPE</b> Requirements and scope assessment	
	<input type="checkbox"/> Can you plan early Sprints with confidence? <input type="checkbox"/> Does the present scope allow you to plan accurately? <input type="checkbox"/> Can you understand minimum viable product?	<input type="text"/>
<b>5</b>	<b>START FIT / STAY FIT</b> Define, mobilise and maintain good practice	
	<input type="checkbox"/> Have you completed thorough impact assessments? <input type="checkbox"/> Are teams structured for Agile & fully collaborative? <input type="checkbox"/> Are established governance and delivery processes fit for purpose?	<input type="text"/>
<b>6</b>	<b>RAPID DEPLOYMENT</b> Deploy resources fast with PMO/Project/Skill Set	
	<input type="checkbox"/> Can you mobilise and start projects quickly? <input type="checkbox"/> Have you confirmed the project skills you need? <input type="checkbox"/> Is the financial approval process aligned to the delivery plans?	<input type="text"/>
<b>7</b>	<b>ABSORBING CHANGE</b> Picture of the annual change absorption for the year	
	<input type="checkbox"/> Can the size of the portfolio be landed in the business as planned? <input type="checkbox"/> Is there a clear picture of what risks may arise from multiple concurrent deliveries? <input type="checkbox"/> Can new technology and process be landed at the rate required?	<input type="text"/>
<b>8</b>	<b>EXECUTIVE ENGAGEMENT</b> Give exec the picture of the challenge, scorecard (e.g. rag drivers), visibility.	
	<input type="checkbox"/> Are established governance and reporting tools in place to satisfy executives? <input type="checkbox"/> Have you planned how deliveries will be managed and communicated at all levels? <input type="checkbox"/> Are all the key stakeholders identified and engaged?	<input type="text"/>