

Program and Portfolio Management Simulation
Supplemental Exercise
Part II: Portfolio Management
Developed by Lilo Altali, MPA, PMP, CBAP
For Educational Purposes Only

Capacity and Capability Planning Exercise

Overview

This assignment will provide an opportunity to practice developing organizational assets, which are often a major part of the Portfolio Manager's job, especially in the absence of a Project Management Office (PMO). There are two elements of this assignment: a capacity plan template and a capability assessment tool.

Capacity Planning

A capacity plan entails forecasting resource demands and the available supply of resources for portfolio execution based on the available information. Capacity can be categorized as:

- Human Capital
- Financial Capital
- Assets
- Intellectual Capital

Create a capacity plan template for the program and project managers to use. This template should allow your team to forecast their resource demands and supply of resources. It should be jargon-free, easy to comprehend, and applicable to many projects and programs.

Capability Assessment

Capability addresses the attributes, competencies, and skills associated with the capacities. Develop a capability assessment or map tool to guide managers in assessing capabilities needed for their projects and programs.

You can use existing tools for inspiration!