

Creating and Maintaining Ideas



Portfolio/Program/Project Manager



Portfolios



Instructions: Use this lab work sheet to complete a set of short and meaningful tasks at your own time and pace to complement your formal learning of the platform in the classroom. While the examples used herein may be different from (or not available) in your organisation's platform instance, you can populate the system with your own data and follow the exercises. Ensure that you are already an enabled user in the platform.



Please note the Job Aid for **Creating and Maintaining Ideas** within the Learning section compliments the following lab sets, each of which contains two sets of data; Set A and Set B.

Lab Exercise 1. Create an Idea



1. Create an Idea


Set A

Name	Hire more operators during peak periods
Description	We are having multiple scenarios of having insufficient resources during peak periods, if we can map these peak periods and plan to hire more operators, we could overcome the pressure on our permanent operators.
Department	Select from the list 
Investment Category	Grow
Estimated Cost	Nil
Risk Score	6
Effort Score	3
Impact Score	5
Status	New
Related Challenge	Select from the list 

Name	Replace Portfolio and Project Management (PPM) Software
Description	Improve efficiencies for the PMO with improved project execution for the company, and more projects completed on time and under budget.
Department	Select from the list 
Investment Category	Run
Estimated Cost	Nil
Risk Score	7
Effort Score	9
Impact Score	9
Status	New
Related Challenge	Select from the list 

Set B

Name	Automated emails reminding customers of recent orders with a "click here to place order" button
Description	Make it easier for customers to repeat existing orders. Send email reminders with a single "click here" button to facilitate ease of ordering
Department	Select from the list 
Investment Category	Transform
Estimated Cost	Nil
Risk Score	1
Effort Score	4
Impact Score	9
Status	New
Related Challenge	Select from the list 

Name	Training plans should be auto generated based on employees' roles and responsibilities
Description	Customer training plans based on each employee's roles should result in higher completion rates as the training will be relevant and should take less time as fewer courses should be required.
Department	Select from the list 
Investment Category	Transform
Estimated Cost	\$10,000
Risk Score	6
Effort Score	9
Impact Score	9
Status	New
Related Challenge	Select from the list 