

# Managing the Relationship between Strategy and Execution



Portfolio/Program/Strategy Project  
Manager



Projects, Portfolios and Strategy

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 **Managing the Relationship between Strategy and Execution** 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.

Associate a Goal

## Lab Exercise 2.




Create New Benefit

not found.




Error! Reference source not found.Error! Reference source

## 1. Associate a Goal

### Set A

|                 |   |
|-----------------|---|
| Name            | 95% Customer Subscription Retention   |
| Objective       | Customer Subscriptions renewal rate is at 95% or higher from previous year  |
| Unit of Measure | Percent   |
| Scale           | Greater or equal to   |
| Value           | 95.00   |
| Target Date     | Select March of the current year from the date picker  |
| Owner           | Select your name or another user from the list         |
| Status Reason   | Active  |
| Strategic Theme | Select from the list                                     |

### Set B

|                 |   |
|-----------------|---|
| Name            | Establish a State-of-the-Art Infrastructure   |
| Objective       | As a technology company, we should have the best in class for both internal use and demonstration to our customers.                         |
| Unit of Measure | Cost  |
| Scale           | Less than or equal to   |
| Value           | 1,500,000.00  |
| Target Date     | Select March of the current year from the date picker  |
| Owner           | Select your name or another user from the list         |
| Status Reason   | Active  |
| Strategic Theme | Select from the list                                     |

## 2.Create New Benefit

### Set A

#### Benefit

|            |   |
|------------|---|
| Name       | Cost Reduction through increase of Productivity in IT     |
| Department | Select from the list 🔍                                    |
| Sponsor    | Select your name or another user from the list 🔍          |
| Start      | Select March of the current year from the date picker 📅   |
| Finish     | Select March of the following year from the date picker 📅 |
| Category   | Internal  |
| Timeline   | Short Term  |
| Type       | Planned   |
| Tangible   | Yes   |

#### Objectives




|              |   |
|--------------|---|
| Description  | Identify what processes can be automated to reduce the overall administration by 10 Percent |
| Goal         | Identify what processes can be automated to reduce the overall administration by 10 Percent |
| Dependencies | Cloud based Office 365 Services are available   |

#### Outputs


|                 |   |
|-----------------|---|
| Name            | Purchase of Subscription                                |
| Description     | We require to purchase the subscriptions                |
| Category        | Capability  |
| Due Date        | Select March of the current year from the date picker 📅 |
| Status          | Active  |
| Progress Update | We are negotiating the best subscription                |

#### Outcomes


|      |                             |
|------|-----------------------------|
| Name | Reduction of Administration |
|------|-----------------------------|

|                           |   |
|---------------------------|---|
| Description               | Reduce the overall cost of Administration   |
| Category                  | Capability  |
| Due Date                  | Select March of the current year from the date picker  |
| Owner                     | Select your name or another user from the list         |
| Status                    | Active  |
| Progress Update           | This outcome has been achieved.   |
| Associated Strategic Goal | Select from the list                                     |


## Benefit Tracking 1

|                |  |
|----------------|--|
| Date           | Select a date from the current year from the date picker  |
| Planned Value  | \$250,000  |
| Forecast Value | \$250,000  |
| Actual Value   | \$100,000  |
| Status Comment | Realised less than planned   |

## Benefit Tracking 2

|                |  |
|----------------|--|
| Date           | Select a date from the current year from the date picker  |
| Planned Value  | \$250,000  |
| Forecast Value | \$250,000  |
| Actual Value   | \$150,000  |
| Status Comment | Realised less than planned   |

## Benefit Tracking 3

|                |  |
|----------------|--|
| Date           | Select a date from the current year from the date picker  |
| Planned Value  | \$250,000  |
| Forecast Value | \$250,000  |
| Actual Value   | \$250,000  |
| Status Comment | Realised planned value   |

## Set B

## Benefit

|            |  |
|------------|--|
| Name       | New features and functionality                                 |
| Department | Select from the list 🔍   |
| Sponsor    | Select your name or another user from the list 🔍               |
| Start      | Select any date of the current year from the date picker 📅     |
| Finish     | Select any date within the next 3 years from the date picker 📅 |
| Category   | Internal   |
| Timeline   | Long Term  |
| Type       | Planned  |
| Tangible   | Yes  |

## Objectives

|              |   |
|--------------|---|
| Description  | Upgrading end of life applications will open new features and functionality that will help to streamline work cross-functionally. |
| Goal         | To replace workarounds and workflows designed to address the shortcomings of the existing versions.                               |
| Dependencies | Successful upgrade or migration; detailed capture of business requirements  |


## Output 1

|                 |  |
|-----------------|--|
| Name            | New Application Documentation  |
| Description     | The new version will have a new set of documentation and training manuals.                             |
| Category        | Material   |
| Due Date        | Select any date of the current year from the date picker 📅   |
| Status          | Active   |
| Progress Update | Some modification will need to be made to address our specific configurations. Pending final versions. |

## Output 2

|             |   |
|-------------|---|
| Name        | Business Requirements   |
| Description | A document of all the requirements to be certain to have a plan to address must haves/nice to haves pre and post go-live. |

Category Material

Due Date Select any date of the current year from the date picker 

Status Active

Progress Update In Progress

## Outcomes

Name Streamlined upgrade

Description Clear list of prioritised requirements and updated documentation will lead to a timely deployment with a fully trained staff at launch time.

Category Capability

Due Date Select March of the current year from the date picker 


Owner Select your name or another user from the list 

Status Completed

Progress Update This outcome has been achieved.

Associated Strategic Goal Select from the list 

## Benefit Tracking 1

Date Select a date from the current year from the date picker 


Planned Value \$110,000

Forecast Value \$110,000

Actual Value \$0

Status Comment No value realised

## Benefit Tracking 2

Date Select a date from the current year from the date picker 


Planned Value \$90,000

Forecast Value \$90,000

Actual Value \$110,000

Status Comment Exceeded the planned value

## Benefit Tracking 3

|                |  |
|----------------|--|
| Date           | Select a date from the current year from the date picker  |
| Planned Value  | \$80,000   |
| Forecast Value | \$80,000   |
| Actual Value   | \$80,000   |
| Status Comment | Achieved the planned value   |