

PORTFOLIO MANAGEMENT PROFESSIONAL (PFMP)[®] PREP COURSE

This 21-hour PfMP[®] (Portfolio Management Professional) exam preparation course aligns with the latest PMI Examination Content Outline (ECO). It is tailored for experienced portfolio managers preparing for PMI's globally recognized PfMP certification. Delivered over six evening sessions, the program focuses on the five performance domains identified in the ECO and develops both technical competence and exam readiness.

TARGET AUDIENCE

- Experienced portfolio managers
- Program and project professionals transitioning to strategic portfolio roles
- PMO directors and executives overseeing multiple projects/programs
- Professionals aiming to achieve the PfMP certification

LEARNING OBJECTIVES

- Understand the five PfMP domains and associated tasks per the current ECO
- Apply portfolio management best practices, frameworks, and decision-making tools
- Strengthen capabilities in strategic alignment, governance, risk, and communications management
- Prepare a strong PfMP exam application
- Build confidence with mock exams and case study-based learning

BENEFITS

- Practical tools, templates, and case-based exercises
- Real-world portfolio management insights
- Mock exam practice and review
- Application and audit process guidance

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Session 1: Strategic Alignment

- Evaluate strategic goals and objectives
- Identify and apply prioritization criteria
- Create and recommend portfolio scenarios
- Develop a high-level portfolio roadmap
- Hands-on case scenario and strategic analysis exercises

Session 2: Governance

- Establish governance structure and decision-making rights
- Develop standards, protocols, and portfolio processes
- Create the portfolio management plan
- Facilitate approval of portfolio components
- Governance board simulation and policy walkthrough

Session 3: Portfolio Performance - Part 1

- Initiate the portfolio and collect key performance metrics
- Monitor portfolio health using dashboards and reporting tools
- Manage issues and escalate decisions appropriately
- Change management techniques for performance improvement
- Performance-based decision exercises

Session 4: Portfolio Performance (continued)

- Balance portfolio and prioritize components
- Analyze capacity, reallocate resources, and refine roadmaps
- Measure and document aggregated portfolio results
- Audit compliance with governance standards
- Real-world portfolio evaluation case study

Session 5: Risk & Communications Management

- Define risk appetite and develop portfolio risk management plan
- Perform dependency analysis and maintain risk register
- Develop and implement communication strategy
- Engage stakeholders and maintain communication plans
- Workshop: Risk and communication alignment exercise

Session 6: Final Review and Exam Preparation

PfMP application walkthrough and tips

Common exam pitfalls and success strategies

Timed mock exam (30-40 questions) and detailed review

Q&A and last-minute preparation checklist

TRAINING MATERIALS

- Templates and tools to use after the training
- Electronic presentation
- PfMP® Questions

COURSE DURATION: 21 hours
21 PDUs



PRZEMEK KOTECKI

Business and Technology Transformation Executive Advisor
PgMP, PMP, Prince2P, PSM, OKRP, LIMC, DTmethod

Przemek has successfully built Group Transformation Office (GTO), Global PMOs and Agile Centres of Excellence, most recently as head of GTO at Allegro, world's largest e-commerce marketplace of European Origin. Before that he was Head of Operations and Head of Project Management at Netguru, one of Forbes diamonds' fastest growing digital consultancies.

His built his international experience as Program Manager at Thomson Reuters MENA in Dubai. He co-founded Transition Management Academy and is teaching at Kozminski University #1 Business School in CE Europe.

Privately he enjoys playing board games, sailing and volunteering.

Well-rounded senior leader with a background in business and digital transformations and portfolio

- Driven group transformation office [6.5B\$ company, IMO/PMI 1B\$ acquisition, internal NPS 87]
- Run client-facing software development portfolio [150+ active projects, NPS 60+, 50M\$ ARR]
- Built and grew digital, data driven products for global markets [0->5k, max. 18M users]
- Developed international teams [70 direct, 1500 matrix, 6 continents]
- Scaled up digital acceleration start-up [100% hc growth, internal NPS turnaround -33->60]
- Grew business and sales [300% financial growth]
- Set up relations and new accounts [100% partnership growth]
- Introduced governance frameworks [agile, OKR, project portfolio, TOM]
- Had fun while doing so [eNPS 87%, culture transformation program]