Name of Portfolio | Program Management Vision

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Name of Portfolio | Program Management Tools & Routines

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	1	2	3	4	5
	Standardized Templates Ensuring consistent information access and rapid comprehension across all portfolios	**Grow GMV Portfolio Check-In** Hosting an Informal bi-weekly round-table with initiative owners to drive alignment without adding complexity	**"Portfolio Pulse" status email** Delivering bi-weekly status updates to sponsors & L7 roadmap owners	**Project Support & Guidance** Providing targeted assistance to drive alignment, decision-making, and deliverable accountability	**Enhanced Clarity & Visibility** Proactively identifying and escalating critical issues for DCR consideration
who	Lorem ipsum dolor sit, consectetur adipiscing elit	Lorem ipsum dolor sit, consectetur adipiscing elit	Name	Name	Name & Name
when		Bi-weekly		As needed and in preparation for Meeting A	
what	Lorem ipsum dolor sit, consectetur adipiscing elit	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas eu justo vitae leo finibus rutrum. Aenean sed varius magna. Nullam fringilla arcu augue, sed sollicitudin.		Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas eu justo vitae leo finibus rutrum. Aenean sed varius magna. Nullam fringilla arcu augue, sed sollicitudin.	

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Name of Portfolio | Templates

- Key Milestone Roadmap | 30,000 ft view of full portfolio | High level view of full portfolio progress over time
- Executive Summary | Key details of current status | Medium level view of point-in-time status
- Initiative Summary | Serves as project charter | Detailed view of program objective(s)

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Key Milestone Roadmap | Quickly shows total portfolio progress over time

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Responsible:

Initial completion: PM
Updates: PM

Used in Newsletter

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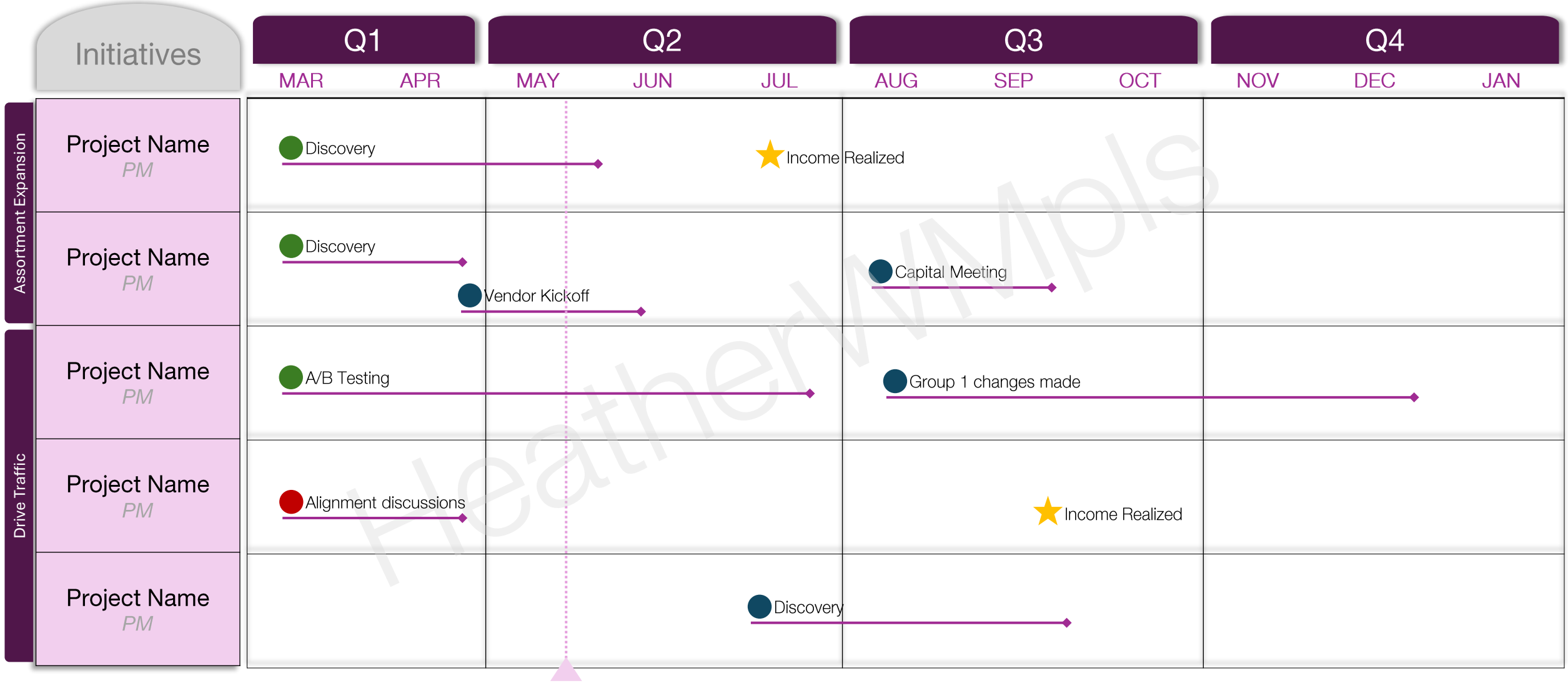
Name of Portfolio | Key Milestone Roadmap

At Risk
Future Task
Complete
On Schedule
Key Milestone / KPI



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Executive Summary | Showcases detail on current project status, actions being taken, or where roadblock removal is needed

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Responsible:

Initial completion: PM
Updates: PM

Used in Newsletter

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Name of Portfolio: Executive Summary

Project Name (ICON)	Project Name (ICON)	Project Name (ICON)
Top update headline here Add further context here about status and rationale, making sure to highlight any key wins or escalations needed	**Top update headline here** Add further context here about status and rationale, making sure to highlight any key wins or escalations needed	**Top update headline here** Add further context here about status and rationale, making sure to highlight any key wins or escalations needed
Current Milestone Tracking • Milestone 1 – *In Progress* • Milestone 2 – *In Progress* • Milestone 3 – *Blocked* What's been done • Accomplishment 1 • Accomplishment 2 Help or Decisions needed • Information	Current Milestone Tracking • Milestone 1 – *In Progress* • Milestone 2 – *In Progress* • Milestone 3 – *Blocked* What's been done • Accomplishment 1 • Accomplishment 2 Help or Decisions needed • Information	Current Milestone Tracking • Milestone 1 – *In Progress* • Milestone 2 – *In Progress* • Milestone 3 – *Blocked* What's been done • Accomplishment 1 • Accomplishment 2 Help or Decisions needed • Information
KPI tracking	KPI tracking	KPI tracking

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Initiative Summary | Provide detail on scope and goals of projects, utilize for socializing or deep dive DCR topics

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Responsible:

Initial completion: IO
Updates: PM

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Name of Portfolio

Assortment Expansion

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- **LTL Test**
- **WERCS Barrier Removal**

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Name of Portfolio: Initiative Summary

Project Name

Project Description

Insert text here

Project Goals/KPIs

- Insert text here
- Insert text here

Roles & Responsibilities

R	Insert name(s) here
A	Chris Troutman
C	Insert name(s)/team(s) here
I	Insert name(s)/team(s) here

Risks & Assumptions

Insert text here
Insert text here

Key Tasks & Milestones

Milestone Name
Additional context if needed

Milestone Name
Additional context if needed

Milestone Name
Additional context if needed

Milestone Name
Additional context if needed

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Additional context if needed

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