How to Create a Portfolio Project

Learning Objectives

After completing this unit, you'll be able to:

- Understand Portfolio Project creation in SANITY

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and Systems

What is a Portfolio Project

A Portfolio Project is the record owned by the Portfolio Manager who brought the product to Selection Decision - think of it as the Project Order where for example the scope and also the live value of the forecast are shown. The record is created after the Global Pipeline Committee (GPC) took the decision to go forward with a new product. In case of an scope extension to an existing project, starting from the Opp D&D, the Portfolio Project record would be updated to get the additional Country Detail Level (CDL) records linked.

The Portfolio Project record is the starting point for the creation of a BD Deal Process record in the case of a BD project and the Project & Launch Management record for both BD and In-house projects. It is also the starting point for creating a Regulatory Checklist.

Prior to creating a new Portfolio Project, a Portfolio Manager will need to go for a board decision for selection of the new project to be allocated. By navigating to the **"Selections & Escalations" tab(1)** on the 'Product Target' record, you will see which projects were allocated in the past and their status and class. The following picture shows an example of a Product Target with five **"Portfolio Projects" (2)** already associated.

It is important to remember that when you need a new Product Target or a Sandoz Product Target, **only the Global Governance, Process & Systems team** can create these records. You need to provide all the necessary information in an accurate manner to ensure the successful creation of these records.

Let's follow the steps of Helena from Global Portfolio Governance, Process and Systems as she creates the Portfolio Project record using the New Project Wizard from the Opp D&D. The specific permissions of Global Portfolio Governance, Process and Systems are necessary to do so.

One important condition to be met before you can use the Project Wizard to create the new record is that the Decision Date needs to be recorded.

Only once the GPC decision is recorded by the Portfolio Manager on the related Meeting Agenda Item, will the decision date also be set automatically on the OppD&D, and its status is moved to **"Selected"**.

More details on that process can be found here How to Record your GPC selections: Opp D&D and Meeting Agenda Item | (trailhead.com) (https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0019rs)

In addition, the following information needs to be maintained on the Opp D&D:

- Product Class
- Countries were 'managed', i.e., either put to be monitored or selected, and additional info such as the MS7 and MS8 dates should have been provided
- Strengths were 'managed' i.e., selected from the available strengths of the Product Target

 The **MAI record will be locked after 24 hours of the 'Decision Final' setting and Opp D&D record will be locked after 14 days of the 'Decision Final' setting**. After this time, you will need elevated rights to make changes to the records.

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With the pre-work all done, you are set to use the **"New Project Wizard" button** to create the Portfolio Project record and thereby link the selected CDL and Forecast records to it.

As soon as the wizard is completed, you will be able to see a link to the corresponding project in the 'Opp D&D' header. The screenshot below shows the example of a **"BD Project"**.

Accessibility tag: Visual demonstration of BD Project Link on the Opportunity D&D tab.It's important that the responsible Portfolio Manager is set as the owner of the Portfolio Project. As long as the legacy system is still active in the back end, you will also need to link the project back to the SPIRIT Project record, mapped by the Project ID. This will populate the Project ID in the name as well as other fields, also on related records.

After the creation of a Portfolio Project, you can go ahead with the next step:

In the case of an internal (In-House) development project, the corresponding Project & Launch Management record can be created using the **"Create Project & Launch Mgmt"button (1)**. The decision on which SDC is taking up the project is made in the Allocation Meeting, which is owned by PD PMO. The SDC leadership team nominates a Project Manager who will be set as the owner of the PLM record.

Currently, a member from the Global Governance, Process & Systems team clicks that button, but please keep in mind that the Allocation Meeting and related processes are still under development.

SDC information can be included now or at a later stage. In the latter case, the system will select 'Sandoz Dev' as a placeholder in the Partner/SDC field on the Project Opp D&D record.

Once that Opp D&D has been selected, the selection FCs are transferred to the Portfolio Project. Any update/change in FCs should be done in the Portfolio Project.

In the case of a license project, the project is allocated to the BD organization, and the BD Ops Manager will create the corresponding BD Deal record using the **"Create BD Deal" button (2)**. Have a look at the How to Create BD Deals by BD&L (https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process) module to learn more about the creation of BD Deal records.

Portfolio Project **Alfacalcidol** SGC (422793-909295)		+ Follow	Change Owner	Edit	Create BD Deal ②	Create Project & Launch Mgmt ① ▼
Project Status Active	Product Class Gx	Therapeutic Area Alimentary	Product Target Alfacalcidol	Originator Product Name Einsalpha	Selected Product Target Alfacalcidol	

For BD projects, the PLM record can only be created once the contract has been signed.

Let's congratulate Helena for successfully completing the process of creating a Portfolio Project with the New Project Wizard!

Now, the new Portfolio Project record will acts as the initial step in creating either the BD Deal Process record or the Project & Launch Management record for both BD and In-house projects . It also marks the beginning of the process to develop a Regulatory Checklist. Overall, the Portfolio Project record plays a vital role in Project Management and serves as a central point for coordinating various aspects of the project's lifecycle.

Resources

[How to Record your GPC selections: Opp D&D and Meeting Agenda Item | (trailhead.com)](https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0019rs) [(https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0019rs)](https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0019rs) [(https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process) (https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process)](https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process)

[How to Create BD Deals by BD&L (https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process)](https://sanity.my.trailhead.com/content/sanity/modules/szsanitym0070nm?trail_id=bd-licensing-process)