



Step 1 – Setting a Portfolio Target

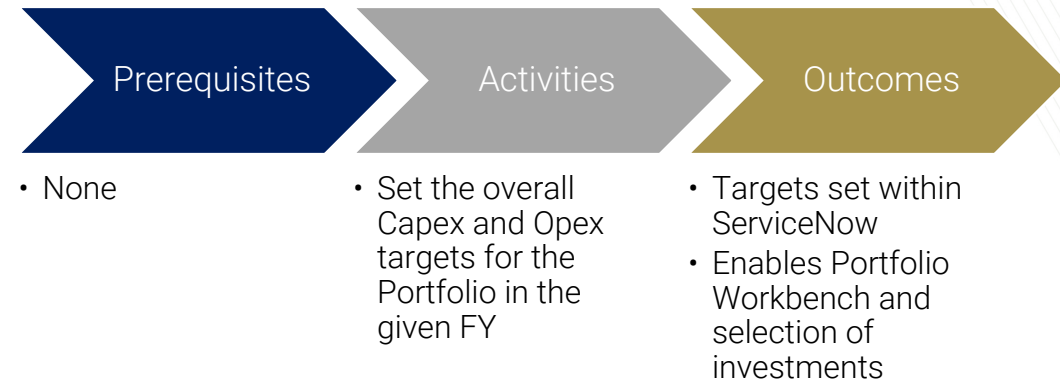
Quick Reference Guide

Setting a Portfolio Target

- The Workflow for Step 1 of the Portfolio Management process is as follows:
- A target is set for both **operational** and **capital** budgets for each **fiscal year**. There are two methods for setting the Portfolio targets.
- *Front Loaded* – Budget targets are set by the organization or steering committee for each portfolio and investments are selected until the budget amounts have been utilized
- *Back Loaded* – Investments are selected at the organization level based on priority, strategic alignment and other factors. Portfolio targets are calculated once all investments have been selected and budgets allocated.

NOTE: ServiceNow requires targets to be entered in order to select investments via the Portfolio Workbench. For back-loaded targets, estimated amounts will need to be entered to continue the process.

Portfolio planning is done using the Portfolio Workbench. See the **Using the Portfolio workbench** QRG for more information.



Setting a Portfolio Target

1. In the drop down for **Step 1**, choose the fiscal year for which you want to plan. If your fiscal year does not appear the fiscal year will need to be created by your Admin.
2. The Planning Steps show which steps you are on and shows completed steps (checkmark).
3. Click the **Set Target** button to set CapEx and OpEx Portfolio Targets.
4. Click the **Save** button to save the CapEx and OpEx Portfolio targets.

1 Fiscal Year

Select the fiscal Year to Plan

FY19

2 Planning Steps

1 2 3 4

3 Step 1: Set Target

No Target has been set yet. Set the target for the portfolio

Set Target

4 Set Target

* Capex Target

175000

* Opex Target

400000

Total Target

575000

Save

Setting a Portfolio Target

5. The Portfolio total target now displays in Step 1.
6. Click the **Select Demands and Projects** button.
7. The middle section of the workbench shows a list of Demands and Projects that are part of the Portfolio and fall under the selected fiscal year.

Step 1: Revise Target

\$575K

Step 2: Select Demands and Projects

Demand and project selection is not complete.

Select Demands and Projects

IT Applications Modernization			
Number	Short description	Priority	Selected for execution
PRJ0010023	Machine Learning Classification & Regression infrastructure for BI	1 - Critical	✓
DMND0021450	ServiceNow Communities Implementation	1 - Critical	✓
PRJ0021167	Implement Machine Learning Application	1 - Critical	✓
DMND0021456	zDevelop Workday SN Integration	2 - High	✓
DMND0001101	Tableau reporting implementation	2 - High	✓