**Career Portfolio**

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| Name:  |
| Work Address:  |
| Telephone:  |
| Email:  |

**My project management experience**

*For each project you want to record, provide details below. (Copy and paste the table so you’ve got enough sections to cover the projects you are documenting.) Talk about what you did and the contribution you made. For the competencies, either align your experience to a published framework/standard that is meaningful in your industry/country or simply record the key skills you demonstrated on this project – things you were particularly proud of. The first section is an example.*

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| **1. Project title, job title, location, duration (from mm/yy to mm/yy), employer’s name** |
| Dates: May 2007-March 2011Job title: Programme ManagerEmployer: Company XLocation: London (projects delivered UK-wide)Project: XYZ Programme |
| **2. Size of the team and your role in the project** |
| I managed a core central project team of 6 people, who were joined by business specialists and secondees as required throughout the lifecycle of the project. |
| **3. Your budgetary responsibility** |
| The overall budget for the 4 year programme was about £10m. I took over budgetary responsibilities in 2009. In 2010 the amount under my direct control was £2.6m (capital). |
| **4. Your project management roles and responsibilities** |
| The role included the programme management for the deployment of a range of new hardware and software across 37 locations. Projects in the programme included deploying two different image management systems, an admin system, a templating tool, CD encryption, 3 secure image transfer tools. There was also a range of IT architecture improvements and system updates that were rolled into the scope of the programme. Together, these achieved the strategic change required.I was personally responsible for:* Programme planning
* Risk and issue management at programme level
* Programme accounting and finances
* Internal communication and external communication in the form of press releases drafted on behalf of the sponsor and PR team
* Management of scope and change management at programme level
* Coordination of the project managers responsible for individual projects and creating an environment for knowledge sharing
* Keeping the momentum going over a multi-year initiative. This included annual kick-off meetings, regular reviews and celebrating success at significant milestones.

Two members of the extended programme team received internal awards for their work on this initiative. On completion, the CEO wrote personal letters of thanks to the team members. |
| **5. Competencies demonstrated** |
| **Project financial management:** I prepared capital investment plans for the programme for the 2009 and 2010 financial years. This included mapping delivery timescales to budgetary spend to enable Finance to manage cash flow effectively. I received monthly capital report from Finance which I compared to forecasted spend to ensure that my budgeting was accurate. Some individual projects were overspent, and some underspent, but I managed the £2.6m capital budget at a programme level so these variances were acceptable. At the end of 2010, the capital position was 2.5% under budget.**Communication:** I produced a weekly progress and news report. I regularly checked with the recipients that they still wished to receive the information. This was part of an overall communications plan that included me preparing a bi-monthly steering group report as well as ad hoc communications to stakeholders and the project sponsor as required. I drafted communications to be sent by a Director and I prepared two press releases.**Leadership:** I lead a team through difficult times including a point in 2007 when the programme was stopped pending a full review. There were several moments of uncertainty and difficulty which required me to steer the team through difficult decisions and corporate reorganisations.**Teamwork:** I held weekly team meetings and maintained an action log of actions and outcomes. I encouraged team members to share good practice. When I was on site during go live weeks I made myself available to help the team, for example, unpacking boxes of PCs and helping to dismantle the training equipment.**Business case preparation:** This project included several iterations of the business case. I drafted much of the latest business case revision on behalf of the project sponsor.**Scheduling:** I held overall responsibility for the plans, ensuring that there were no conflicts between individual projects in the programmes. This was relatively easy; it was harder to ensure there was time available in the plan for the team to take holidays.**Procurement:** This programme included major capital purchases of IT systems from two vendors. I was responsible for the project contract management; this included attending monthly supplier meetings. I was involved in the annual renegotiation of supplier maintenance contracts.  |

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**Summary of Professional Achievements**

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| **Area** | **Description** |
| **Certifications** | Certification 1, YEAR |
|  | Certification 2, YEAR |
|  | Certification 3, YEAR |
|  | Certification 4, YEAR |
| **Membership of Professional Bodies** | Member of XYZ Professional Body since YEAR |
|  | Member of XYZ Professional Body since YEAR |
|  | Member of XYZ Professional Body since YEAR |
| **Publications and Presentations** | I delivered a presentation at XYZ event about ABC in MONTH, YEAR – *link to evidence e.g. conference website* |
|  | I was interviewed for XYZ magazine/website/podcast about ABC in MONTH, YEAR – *link to evidence e.g. website* |
|  | I contributed a chapter to XYZ book, which was edited by ABC and published by PQR in MONTH, YEAR – *link to evidence e.g. publisher’s website* |
| **Other** | *Other things you want to mention/remember can go in here.* |