# Portfolio, programme and project support PROF

Providing support and guidance on portfolio, programme and project management processes, procedures, tools and techniques.

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| **Guidance Notes:**  Activities may include, but are not limited to:   * defining portfolios, programmes, and projects * cultivating and applying new or changed working practices across a portfolio * managing the rate at which new projects are started to fit the available capacity * advising on the development, production and maintenance of business cases time, resource, cost and exception plans * advising on the use of software tools * tracking and reporting progress and performance * facilitating portfolio/programme/project meetings and workshops * advising and sharing knowledge on standards and how to comply. |

## Level 2

Assists with the compilation of portfolio, programme and project management reports.   
Maintains programme and project files from supplied actual and forecast data.

## Level 3

Provides administrative services to project boards, project assurance teams and quality review meetings.   
Uses recommended portfolio, programme and project control solutions for planning, scheduling and tracking.   
Sets up project files, compiles and distributes reports.  
Provides guidance on project management software, procedures, processes, tools and techniques.

## Level 4

Supports programme or project control boards, project assurance teams and quality review meetings.   
Takes responsibility for the provision of support services to projects. Uses and recommends project control solutions for planning, scheduling and tracking projects.   
Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques.  
Provides basic guidance on individual project proposals. May provide a cross programme view on risk, change, quality, finance or configuration management.

## Level 5

Takes responsibility for the provision of portfolio, programme and project support.   
Advises on the available standards, procedures, methods, tools and techniques.   
Evaluates project and/or programme performance and recommends changes where necessary.   
Contributes to reviews and audits of project and programme management to ensure conformance to standards.

## Level 6

Leads implementation and delivery of portfolio, programme and project office services.   
Defines the approach/policy and sets standards for the support provided for managing and monitoring portfolios, programmes, and projects.   
Manages resources to ensure delivery of effective services/resources in line with current and planned demand.   
Reviews and improves the delivery portfolio, programme and project office services.