

Role				Content		
Portfolio Manager	Project/Program Manager	Platform Manager	Partnership Manager	Series	Modules	
X	X	X	X	IT Portfolio Management: Foundation	ITFM PPM Biogen Essentials	New PM Week One
X	X	X	X			IT Financial Management Basics
X	X	X	X			IT Financial Management Expense Basics
X	X	X	X			Using the ITFM PPM Glossary
X	X	X	X		Navigating the Biogen IT Governance Framework	IT Governance Framework Overview
X	X	X	X			Building an Effective Business Case
X	X	X	X			Preparing for Governance Committee Approval
X	X	X	X			Launching an Approved Project
X	X	X	X		Using Biogen IT & Reporting Tools	Getting Started in Hyperion
X	X	X	X			Getting Started in Smart View
X	X	X	X			Using iProcurement
X	X	X	X			Using Financial Self-Service Reporting (FSSR)
	X					Completing a Non-Employee Timesheet
X		X	X			Engaging a Non-Employee Resource
X		X		IT Portfolio Management: Role-Specific	ITFM Processes	Creating the LRP and AOP
X	X	X	X			Platform Cost Transparency
X		X				Managing Software Licenses
X	X				Project Ideation/Kickoff	Project Ideation
						Business Case Financials
X						Requesting a Project Number
X						Requesting an eCAF
X	X	X	X		Project Kickoff	Biogen Procurement Practices
X	X	X				Creating a Procurement Request in Scout
X	X	X				Managing Portfolio Finances
X	X	X	X		Project/Portfolio Monitoring	Managing Financials
X	X	X	X			Managing Project Financials and Status
X	X	X	X			Reviewing Invoices in MarkView
X					Requesting a Project Change	Requesting a Project Change
X	X				Project/Portfolio Ending	Closing Out a Project
Key		X	Required			
			Recommended (manager discretion or work need)			
			Optional			