

IT Project/Program Managers (P/PM) Topic—Job Role Map

Preliminary Training Course List

| Topic | Training topic | UX | Portfolio Managers | Project Managers | CC Manager / IT Owner | PBO Team Member |
|-------------------------------------|--|----|--------------------|------------------|-----------------------|-----------------|
| Project Ideation -> Kickoff | How to build a successful business case | X | X | | | X |
| | How to forecast demand | X | X | | X | X |
| | How to categorize a demand as project vs. exploit vs. run | | X | | X | X |
| | How to assign capacity | X | X | X | X | X |
| | How to flow approvals from governance to procurement | | X | X | | X |
| | How to receive a project number (OpEx and CapEx) | | X | X | | X |
| | How to submit a request for procurement | X | X | X | X | X |
| Project / Portfolio Monitoring | How to manage your monthly project financials (including reforecasting, accruals and matching POs to line items) | X | X | X | | X |
| | How to submit a re-baseline request | X | X | X | | X |
| General Financial Processes & Tools | Financial <u>tools</u> introduction and basic navigation | X | X | X | X | X |
| | How to build your AOP | X | X | | X | X |
| | How to manage licenses (purchases, renewals and accruals) | | X | X | X | X |
| | How to explain platform and application TCO | | X | | X | X |
| | High level process difference between managing project vs. exploit vs. run | | X | | X | X |
| | Biogen IT Governance Framework (PSC, FSC, ESC) | | X | | X | X |

Update for to be state

Training Topic—Audience Matrix

Focus Areas and Training Topics streamlined, role grid updated.

| PPM Focus Area | Training Topic | Portfolio & Resource Managers | Functional Lead/IT Owner | Project Manager |
|---------------------------|---|-------------------------------|--------------------------|-----------------|
| PPM Essentials | Navigating the Biogen IT Governance Framework | X | X | X |
| | Using Biogen IT & Reporting Tools | X | X | X |
| ITFM Processes | Building an AOP | | X | |
| | Managing Licenses | X | X | X |
| | Explaining Total Cost of Ownership | X | | X |
| Project Ideation/ Kickoff | Drafting a Successful Business Case | X | | |
| | Request a Project Number | X | | X |
| | Forecasting Demand | X | X | |
| | Categorizing a Demand | X | X | X |
| | Submitting a Procurement Request | X | X | X |
| | Assigning Capacity | X | X | X |