

IT PM Training Curriculum Development Update

Agenda

- Project Recap
- Where We Are
- What We Need

Recap: Business Pain Points & Proposed Solution

As Is

Lack of consistent role-based knowledge in four key areas causes confusion, re-work, and delay:

- ITFM/PPM portfolio project processes
- Biogen's ITFM/PPM definitions
- Tool capabilities
- General IT finance/budgeting

IT Financial & Project Portfolio Management Training Goal:

To Be

- Harmonized, consistent, and detailed role-based training;
- Based on vetted curriculum that will address the above four key complaints.



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Harmonized Curriculum Map

Role							
Portfolio Manager	Project/ Program Manager	Platform Manager (not platform specialists)	Partnership Manager	Class Title	Class Outline		
X	X	X	X	IT Portfolio Management: Foundation	ITFM PPM Biogen Essentials	New PM Week One	
						IT Financial Management Budget 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	Building an Effective Business Case	
X	X	X	X			IT Governance Framework Overview	
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					Using Financial Self-Service Reporting (FSSR)	
X		X	X			Completing a Non-Employee Timesheet	
X		X		IT Portfolio Management: Role-Specific	ITFM Processes	Engaging a Non-Employee Resource	
X	X	X	X			Creating the LRP and AOP	
X		X				Platform Cost Transparency	
X	X				Project Ideation/Kickoff	Project Ideation	Managing Software Licenses
X							Business Case Financials
						Project Kickoff	Requesting a Project Number
X					Requesting an eCAF		
X	X	X			Biogen IT Procurement Practices		
X	X	X				Creating a Procurement Request in Scout	
					Project/Portfolio Monitoring	Managing Financials	Managing Portfolio Finances
X	X	X	X				Managing Project Financials and Status
X	X	X	X				Reviewing Invoices in MarkView
X					Requesting a Project Change		
X	X			Project/Portfolio Ending		Closing Out a Project	

Where We Are

**27 job aids
drafted**

**All SME
Reviewed**

**Broader
Road Test
Completed**

**Loaded to our
Training Site**

4/21/2025

First Digital Module: Proof of Concept

- Authoring in Articulate 360
- First ready for Corporate University ~7/15
- Foundation modules: 13 + 1
- Develop between July and mid-August
- Role-Based modules: 13
- Develop between mid-August and late September

What We Need

- Easier: load one a time or three at a time?
- SLA duration to load a module?
- Tasks Centralized Learning performs?
- SCORM package + media files?
- What else should we think about?

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