5. PORTFOLIOS

The **Portfolio** module allows users to group investments into one or more portfolio categories. A user will be able to perform aggregate reporting across multiple investments and reporting.

5.1 Overview

The functions within the Portfolio module assist the user in adding investments and portfolios to a portfolio. One also has the ability to chart investments and graph investments that are in a portfolio.

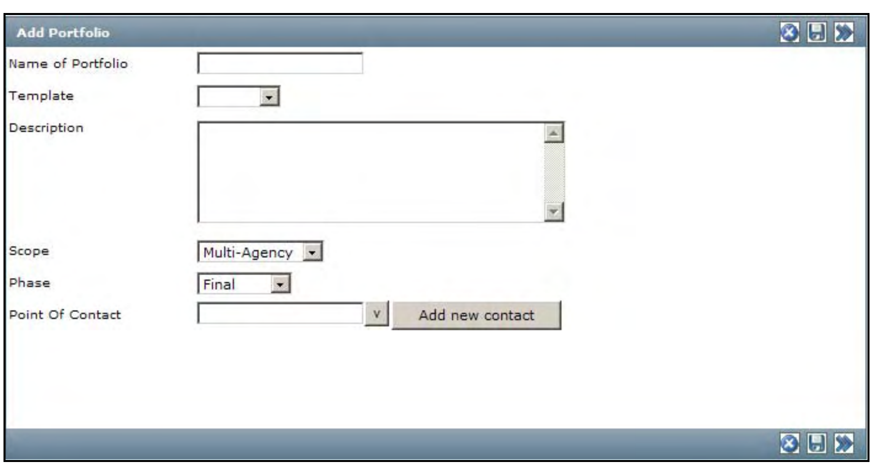
5.2 Add Portfolio

There are several ways to create new Portfolios.

5.2.1 Add Portfolio from Portfolio Module

1. Click on the **Portfolio** module.

2. Click on the **New Portfolio** icon to open the *Add Portfolio* form. The Add Portfolio form will appear:



3. Enter the **Name of the Portfolio**.

4. Select a **Template** for the Portfolio. *Select the blank value if the portfolio is not associated with a template.*

Portfolios can be associated with any of the active templates or no template at all. A user can select to associate the portfolio with the BY2005, BY2006, BY007, BY2008, BY2009 templates, or no template at all from the drop-down. If a template is not selected, a user will be able to add investments and portfolios from different templates.

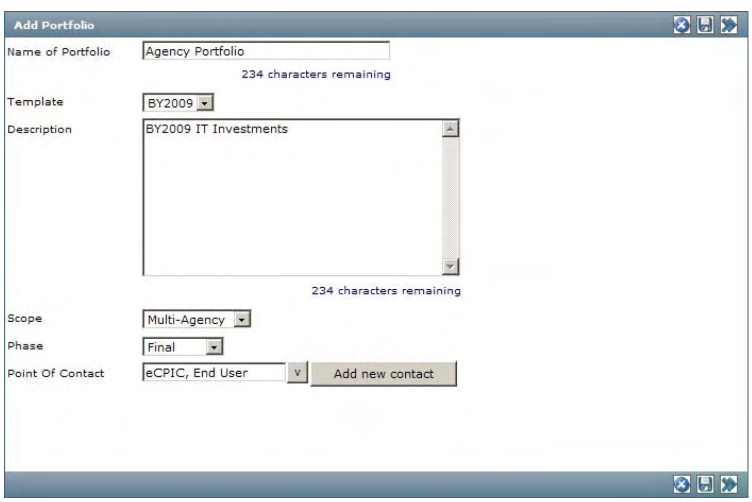
Note: Once a user selects a template for a portfolio, only items with the same template can be added to the portfolio. This option may NOT be edited at a later time. Additionally, a user must associate a portfolio with a template in order to place it into an OMB Submission Package.

5. Select a **Scope** for the Portfolio.

6. Select the **Phase** for the Portfolio.

7. Enter the **Point of Contact**. By clicking on the drop-down arrow a user is able to make a selection. If no names appear or if the POC is not listed, click on the **Add new contact** button and fill in the required information. If no contact is selected, the creator of the portfolio will populate the field by default.

8. Click on the **Next** arrow to save the information to the database and proceed to the *Select Investments* screen. You can also choose to **Save** the information without moving forward or **Cancel** to remove all data entered.

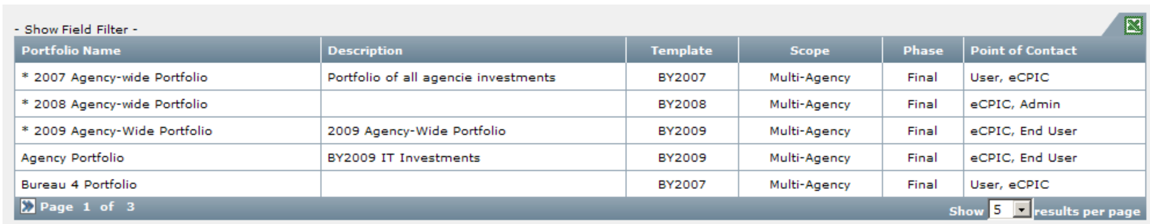


5.3 Access Portfolio

To Access a Portfolio:

1. Click on the **Portfolios** Module.

A listing of accessible Portfolios will appear. The listing will consist of the Portfolio Name, Template, Scope, Phase and Point of Contact.

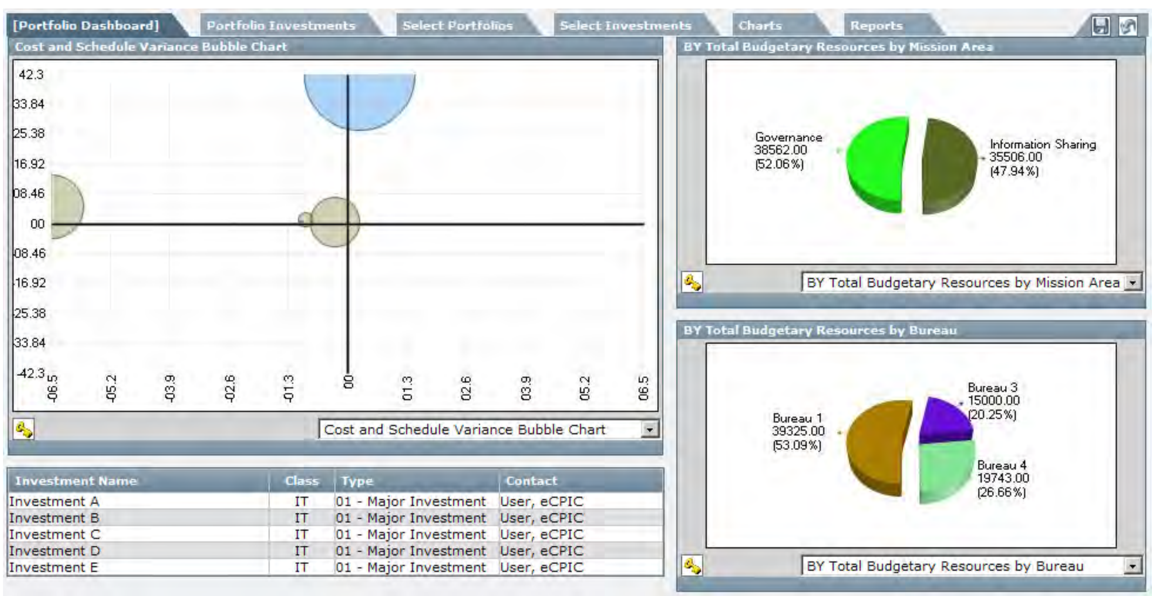


- Show Field Filter -

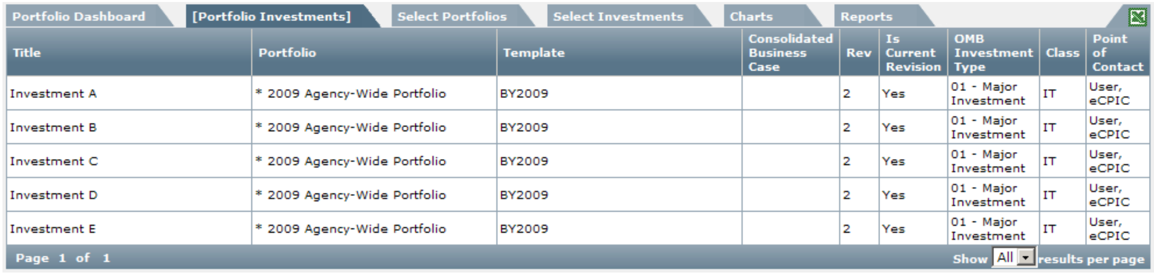
Portfolio Name	Description	Template	Scope	Phase	Point of Contact
* 2007 Agency-wide Portfolio	Portfolio of all agencie investments	BY2007	Multi-Agency	Final	User, eCPIC
* 2008 Agency-wide Portfolio		BY2008	Multi-Agency	Final	eCPIC, Admin
* 2009 Agency-Wide Portfolio	2009 Agency-Wide Portfolio	BY2009	Multi-Agency	Final	eCPIC, End User
Agency Portfolio	BY2009 IT Investments	BY2009	Multi-Agency	Final	eCPIC, End User
Bureau 4 Portfolio		BY2007	Multi-Agency	Final	User, eCPIC

Page 1 of 3 Show 5 results per page

2. Click on the **Portfolio Name** to access the selected portfolio. The Portfolio Dashboard screen will appear:



This page will be blank when first creating a Portfolio. However, once investments and/or portfolios have been added, the page will show a listing of investments and/or portfolios that are assigned to it. However, if the System Administrator has selected to show the Portfolios Investments as the default view instead of the dashboard, then the Portfolio Investments list will show.

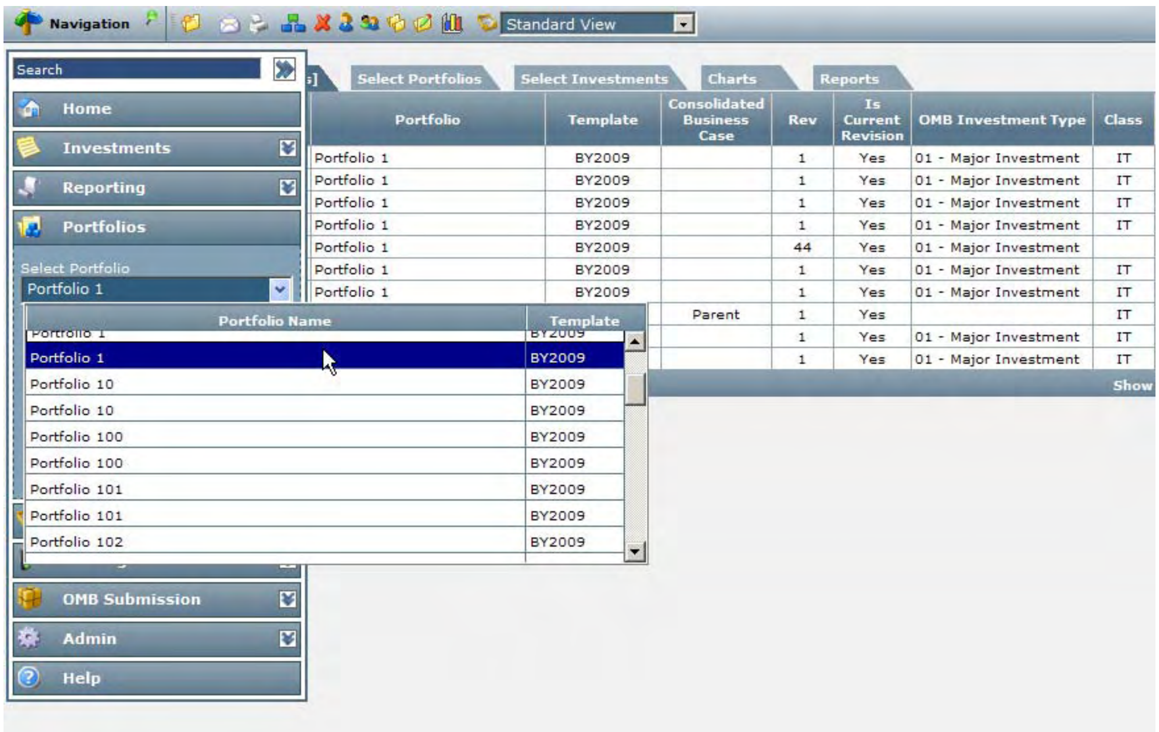


Portfolio Dashboard | [Portfolio Investments] | Select Portfolios | Select Investments | Charts | Reports

Title	Portfolio	Template	Consolidated Business Case	Rev	Is Current Revision	OMB Investment Type	Class	Point of Contact
Investment A	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment B	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment C	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment D	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment E	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC

Page 1 of 1 Show All results per page

Note: Once inside a Portfolio, a user can jump to a different Portfolio, no matter what template it is, by selecting it from the Portfolios drop-down menu in the navigation tree.



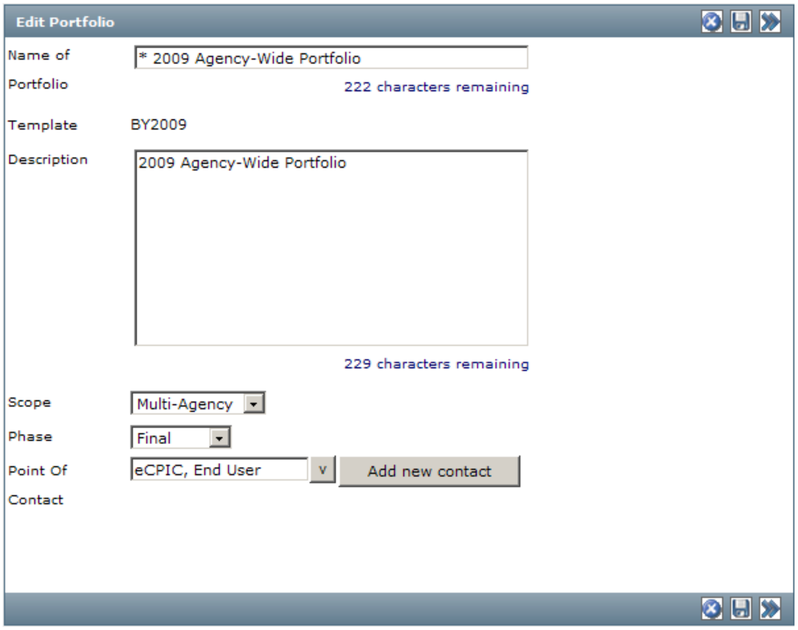
5.4 *Edit General Portfolio Information*

To Edit General Portfolio Information:

1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** requiring edit.

3. From within the Portfolio, select the **Edit Portfolio** icon ( ). The Edit Portfolio form will appear:



4. Make the appropriate changes.

5. Click **Save** to save the data or **Next** to save the data and move to the *Select Investments* screen or **Cancel** to undo any data entered.

5.5 *Select Investments*

Within the Portfolios module, users can Select Investments for which they have access, to be associated with a Portfolio.

5.5.1 Add Investments

To Add an Investment:

1. Click on the **Portfolios** module.

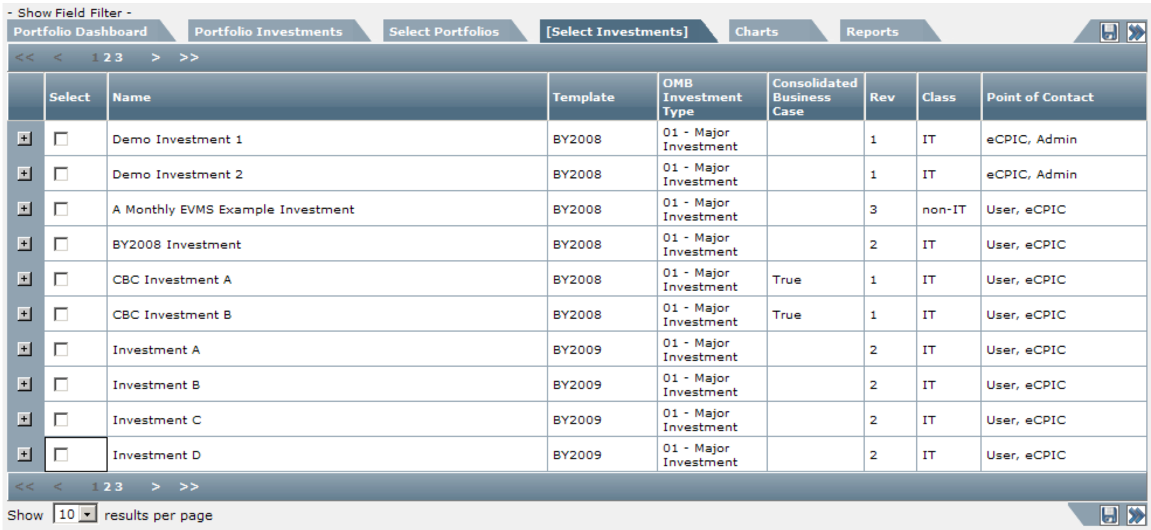
2. Click on the **Portfolio Name** into which investments will be added.

3. From within the Portfolio, click on the **Select Investments** tab.

Title	Portfolio	Template	Consolidated Business Case	Rev	Is Current Revision	OMB Investment Type	Class	Point of Contact
Investment A	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment B	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment C	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment D	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC
Investment E	* 2009 Agency-Wide Portfolio	BY2009		2	Yes	01 - Major Investment	IT	User, eCPIC

Page 1 of 1 Show All results per page

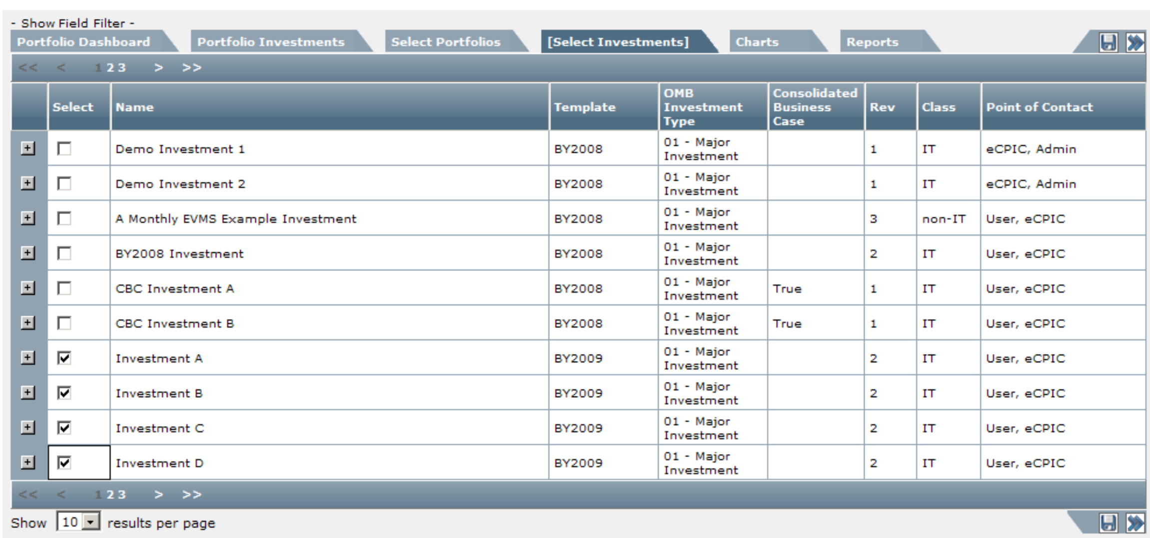
<u>The Select Investments screen will appear:</u>



Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	A Monthly EVMS Example Investment	BY2008	01 - Major Investment		3	non-IT	User, eCPIC
☐	BY2008 Investment	BY2008	01 - Major Investment		2	IT	User, eCPIC
☐	CBC Investment A	BY2008	01 - Major Investment	True	1	IT	User, eCPIC
☐	CBC Investment B	BY2008	01 - Major Investment	True	1	IT	User, eCPIC
☐	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment B	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC

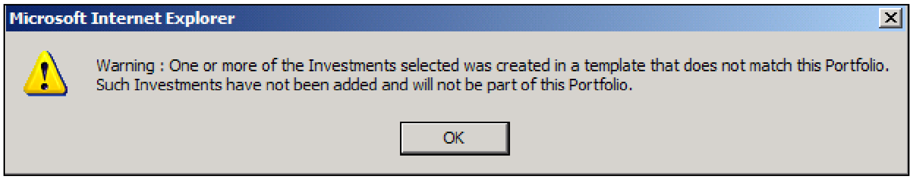
A listing of all investments for which a user has access to will be listed.

4. **Check** the boxes for those investments one wishes to add to the Portfolio.



Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	A Monthly EVMS Example Investment	BY2008	01 - Major Investment		3	non-IT	User, eCPIC
☐	BY2008 Investment	BY2008	01 - Major Investment		2	IT	User, eCPIC
☐	CBC Investment A	BY2008	01 - Major Investment	True	1	IT	User, eCPIC
☐	CBC Investment B	BY2008	01 - Major Investment	True	1	IT	User, eCPIC
☑	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment B	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC

Note: If a user has selected a template to be associated with the Portfolio then the investment selected must be associated within the same template. If one tries to select an investment that is not, a warning message will be generated.



5. Click **Save** to save the investments. *The page navigator can be used to move to the next page*. Clicking on the **Next** arrow will save the information and return the user to the Portfolio Investments screen. Click **Cancel** to undo a selection made.

Once the investments have been saved, they will be viewable from the **Portfolio Investment** screen.

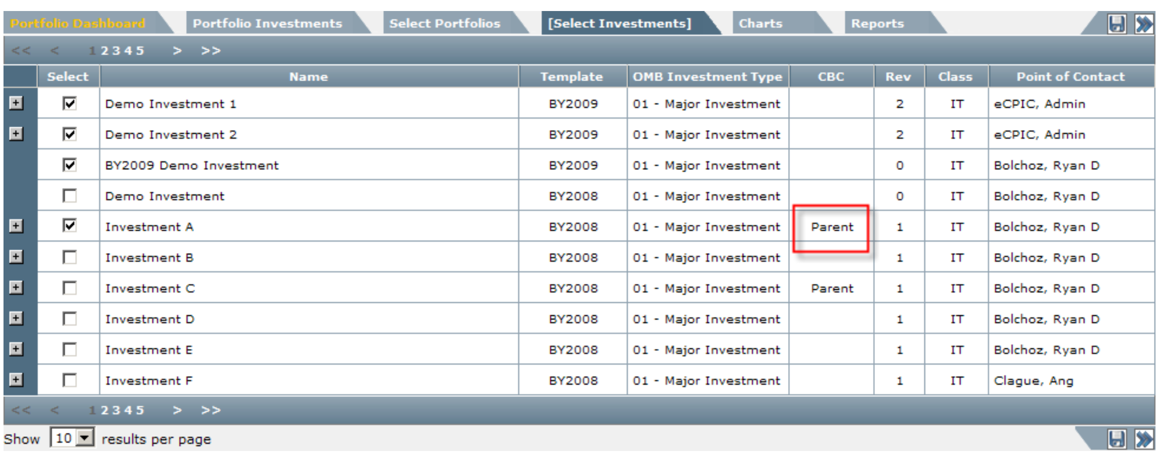
5.5.2 Add Consolidated Business Case

To Add a Consolidated Business Case:

1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** to select the portfolio within which to add the consolidated case(s).

3. Click the **Select Investment** tab. The Select Investment screen will appear:

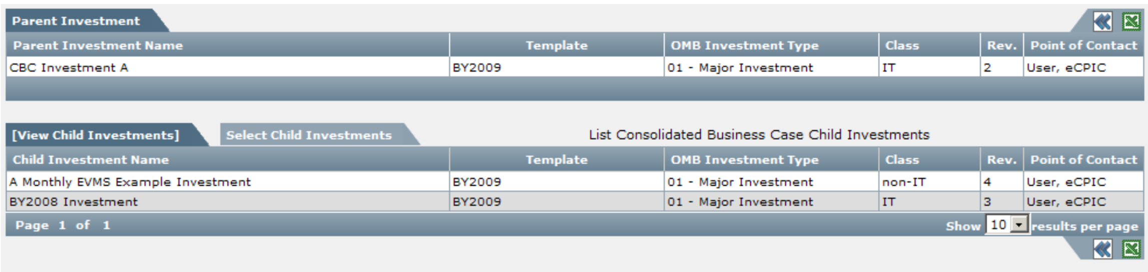


	Select	Name	Template	OMB Investment Type	CBC	Rev	Class	Point of Contact
+	☑	Demo Investment 1	BY2009	01 - Major Investment		2	IT	eCPIC, Admin
+	☑	Demo Investment 2	BY2009	01 - Major Investment		2	IT	eCPIC, Admin
	☑	BY2009 Demo Investment	BY2009	01 - Major Investment		0	IT	Bolchoz, Ryan D
	☐	Demo Investment	BY2008	01 - Major Investment		0	IT	Bolchoz, Ryan D
+	☑	Investment A	BY2008	01 - Major Investment	Parent	1	IT	Bolchoz, Ryan D
+	☐	Investment B	BY2008	01 - Major Investment		1	IT	Bolchoz, Ryan D
+	☐	Investment C	BY2008	01 - Major Investment	Parent	1	IT	Bolchoz, Ryan D
+	☐	Investment D	BY2008	01 - Major Investment		1	IT	Bolchoz, Ryan D
+	☐	Investment E	BY2008	01 - Major Investment		1	IT	Bolchoz, Ryan D
+	☐	Investment F	BY2008	01 - Major Investment		1	IT	Clague, Ang

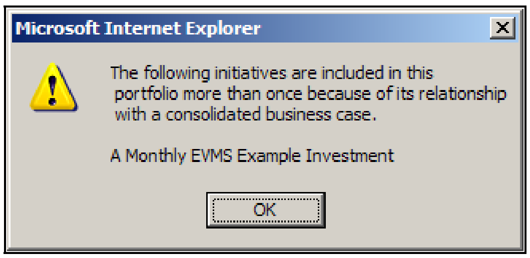
4. Check the consolidated business case(s) to add to the portfolio.

There is a Consolidated Business Case column which allows users to identify the consolidated investments easily. In the column, a 'True' will appear if it is a consolidated business case.

Clicking on the 'True' link in the Consolidated Business Case column will pop-up a listing of investments that are the CBC investment's children. This helps keep track of investments relationship to other investments and helps to avoid selecting a parent and its child investments into the same portfolio.



If a user selects a consolidated business case and selects an investment that is a child of the consolidated business case into a portfolio, a warning message will be generated.



Note: The warning message that appears when a user selects a consolidated business case and its children for selection into a portfolio is just to ensure that the user does not double count an investment while performing analysis on the portfolio. Though the application generates a warning when this occurs, it will not prevent the user from doing so. If a user selects OK to acknowledge the warning message, they will receive it again each time that the portfolio contents are accessed.

5. Click **Save** to save the investments. *The page navigator can be used to move to the next page.* Clicking on the **Next** arrow will save the information and return the user to the *Portfolio Investments* screen. Click **Cancel** to undo a selection made.

Once the consolidated investments have been saved, they will be viewable from the **Portfolio Investment** screen.

5.5.2.1 Portfolio Package Redundancy Check

In previous versions of eCPIC, a check would be made to the Portfolio to determine if any investment data had been included twice due to its inclusion in a CBC. To avoid repeated warnings and improve performance, this check is no longer made every time a Portfolio page is loaded. Now, users have the option to run this check at their convenience. The Redundancy Check icon () in the toolbar of the Portfolio and will perform this check.
Below is the Portfolio toolbar containing the Redundancy Check icon.

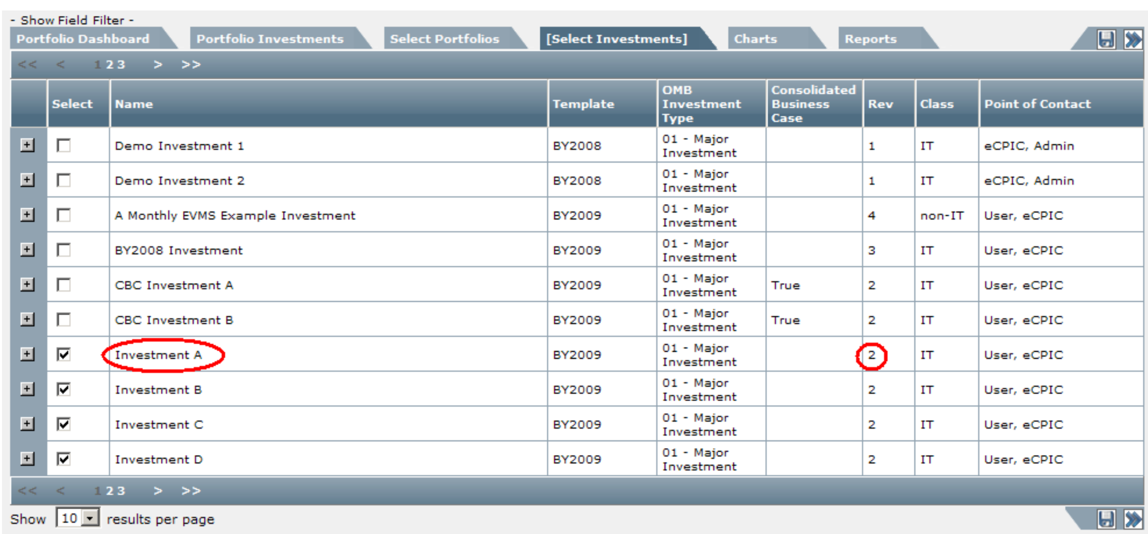
5.5.3 Investment Revisions for Portfolios

Once a user has selected an investment into a portfolio, that particular revision will remain in the portfolio even if a revision is made to the investment.
In order to select the current working copy:

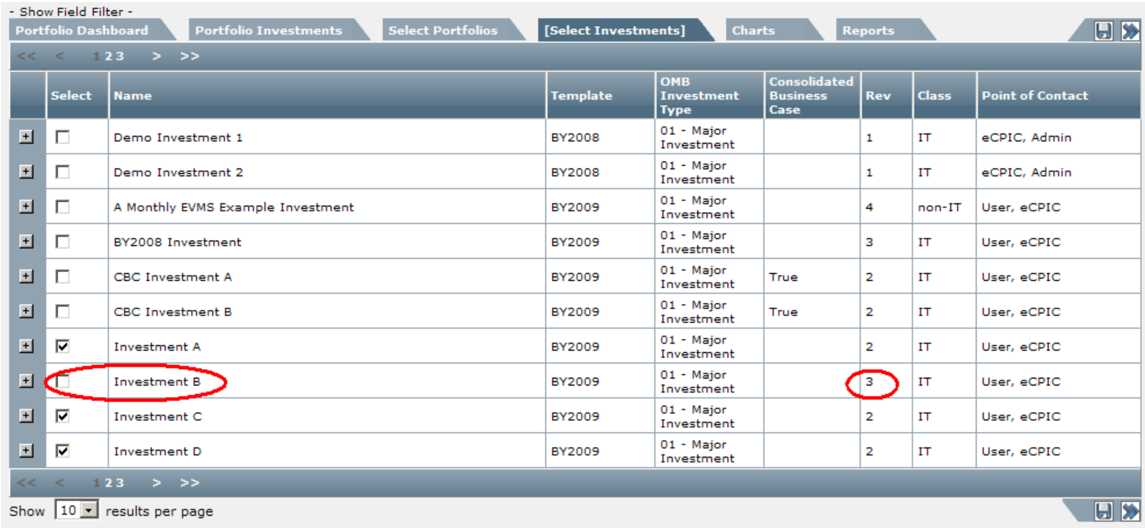
1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** to which the correct revision will be added.

3. Click on the **Select Investments** tab. The Select Investments screen will appear:



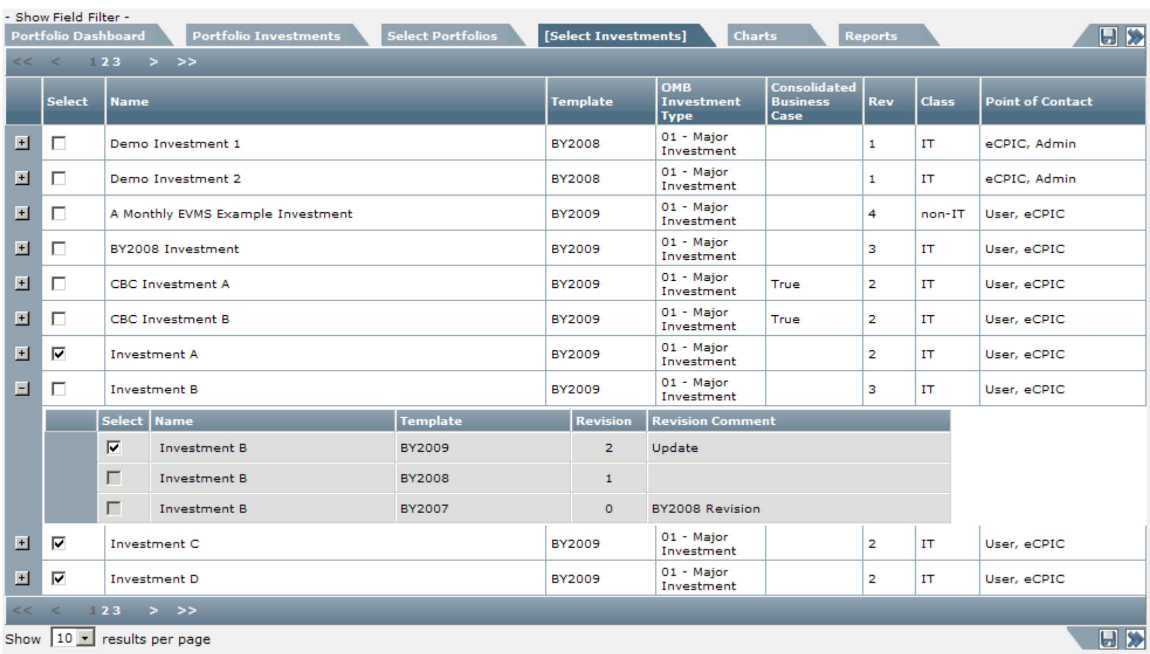
	Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
+	☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
+	☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
+	☐	A Monthly EVMS Example Investment	BY2009	01 - Major Investment		4	non-IT	User, eCPIC
+	☐	BY2008 Investment	BY2009	01 - Major Investment		3	IT	User, eCPIC
+	☐	CBC Investment A	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
+	☐	CBC Investment B	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
+	☑	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
+	☑	Investment B	BY2009	01 - Major Investment		2	IT	User, eCPIC
+	☑	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
+	☑	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC



Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	A Monthly EVMS Example Investment	BY2009	01 - Major Investment		4	non-IT	User, eCPIC
☐	BY2008 Investment	BY2009	01 - Major Investment		3	IT	User, eCPIC
☐	CBC Investment A	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☐	CBC Investment B	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☑	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment B	BY2009	01 - Major Investment		3	IT	User, eCPIC
☑	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC

Notice that the investment that has been revised will not be checked for selection as it was before.

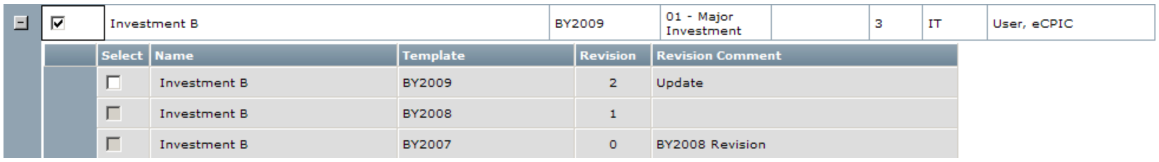
4. Click on the (⊞) to the left of the Investment that has been revised. This expands the view to show all past investments.



Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	A Monthly EVMS Example Investment	BY2009	01 - Major Investment		4	non-IT	User, eCPIC
☐	BY2008 Investment	BY2009	01 - Major Investment		3	IT	User, eCPIC
☐	CBC Investment A	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☐	CBC Investment B	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☑	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment B	BY2009	01 - Major Investment		3	IT	User, eCPIC
☑	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC

Select	Name	Template	Revision	Revision Comment
☑	Investment B	BY2009	2	Update
☐	Investment B	BY2008	1	
☐	Investment B	BY2007	0	BY2008 Revision

5. **Uncheck** the previous revision and check the revision that you want to be a part of the portfolio.



☑	Investment B	BY2009	01 - Major Investment		3	IT	User, eCPIC

Select	Name	Template	Revision	Revision Comment
☐	Investment B	BY2009	2	Update
☐	Investment B	BY2008	1	
☐	Investment B	BY2007	0	BY2008 Revision

6. Click **Save** to save the data or **Next** to save the data and return to the *Portfolio Investments* screen.

Instead of utilizing the expandable/collapsible fields to select an investment revision, users also have the ability to select the revision by clicking on the Revision Number.

7. Under the Revision column, click on the **Revision Number** of the investment.

- Show Field Filter -

Portfolio Dashboard | Portfolio Investments | Select Portfolios | [Select Investments] | Charts | Reports

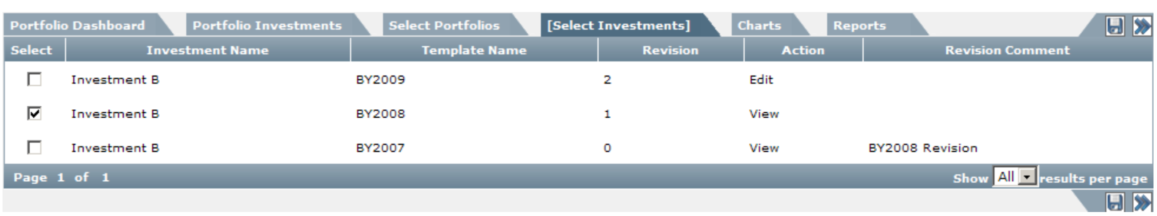
<< < 1 2 3 > >>

Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
☐	Demo Investment 1	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	Demo Investment 2	BY2008	01 - Major Investment		1	IT	eCPIC, Admin
☐	A Monthly EVMS Example Investment	BY2009	01 - Major Investment		4	non-IT	User, eCPIC
☐	BY2008 Investment	BY2009	01 - Major Investment		3	IT	User, eCPIC
☐	CBC Investment A	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☐	CBC Investment B	BY2009	01 - Major Investment	True	2	IT	User, eCPIC
☑	Investment A	BY2009	01 - Major Investment		2	IT	User, eCPIC
☐	Investment B	BY2009	01 - Major Investment		3	IT	User, eCPIC
☑	Investment C	BY2009	01 - Major Investment		2	IT	User, eCPIC
☑	Investment D	BY2009	01 - Major Investment		2	IT	User, eCPIC

<< < 1 2 3 > >>

Show 10 results per page

The investment will appear with a list of all its revisions:

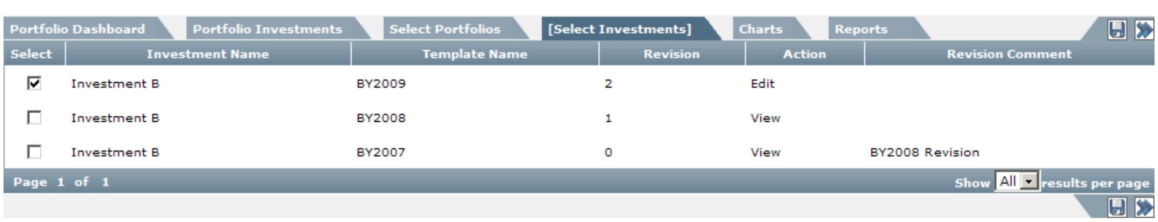


Portfolio Dashboard | Portfolio Investments | Select Portfolios | [Select Investments] | Charts | Reports

Select	Investment Name	Template Name	Revision	Action	Revision Comment
☐	Investment B	BY2009	2	Edit	
☑	Investment B	BY2008	1	View	
☐	Investment B	BY2007	0	View	BY2008 Revision

Page 1 of 1 — Show All results per page

8. **Uncheck** the previous revision and check the revision that you want to be a part of the portfolio.



Portfolio Dashboard | Portfolio Investments | Select Portfolios | [Select Investments] | Charts | Reports

Select	Investment Name	Template Name	Revision	Action	Revision Comment
☑	Investment B	BY2009	2	Edit	
☐	Investment B	BY2008	1	View	
☐	Investment B	BY2007	0	View	BY2008 Revision

Page 1 of 1 — Show All results per page

9. Click **Save** to save the data or **Next** to save the data and return to the *Portfolio Investments* screen.

5.5.4 Link to Investments

To Access an Investment from a Portfolio:

1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** that contains the investment the user wishes to access. The Portfolio Dashboard screen will appear:

Click on Portfolio Investments tab and then click on the **Investment Name** the user wishes to access. This will take the user directly to the default process, section, and sub-section of that investment.

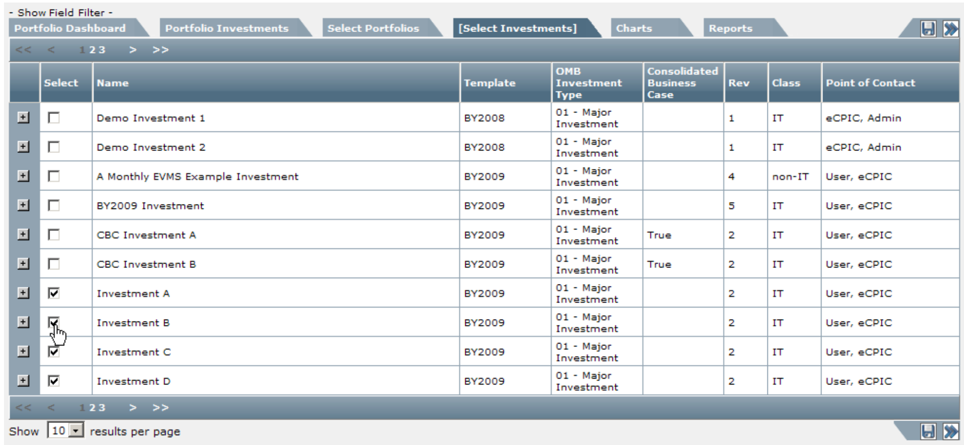
5.5.5 Remove Investments

To Remove Investments:

1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** from which the investment(s) should be removed.

3. Click on the **Select Investments** tab. The Select Investments screen will appear:



4. **Uncheck** the investment(s) the user wish to remove from the portfolio.

5. Click **Save** to save the changes. *The page navigator can be used to move to the next page*. Clicking on the **Next** arrow will save the information and return the user to the *Portfolio Investments* screen. Click **Cancel** to undo a selection made.

5.5.6 Select Portfolios

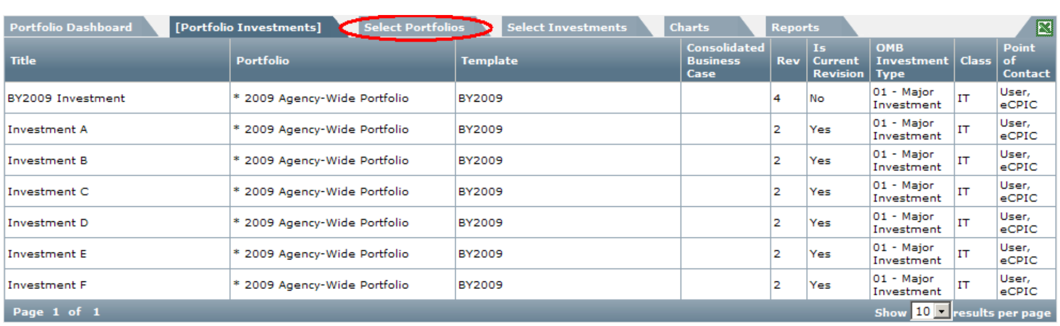
In the Portfolios module, a user can also add Portfolios to other Portfolios in order to create a nested structure in of portfolios containing investments.

5.5.6.1 Add Portfolios

1. Click on the **Portfolios** module.

2. Click on the **Portfolio Name** into which other Portfolios will be added.

3. Click the **Select Portfolios** tab.

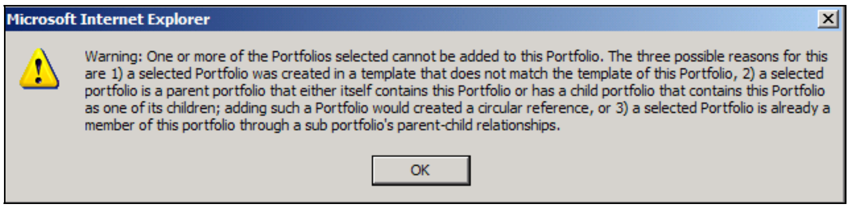


The Select Portfolios screen will appear:

Select	Portfolio Name	Description	Template	Scope	Phase	Point of Contact
	* 2007 Agency-wide Portfolio	Portfolio of all agencie investments	BY2007	Multi-Agency	Final	User, eCPIC
	* 2008 Agency-wide Portfolio		BY2008	Multi-Agency	Final	eCPIC, Admin
	Bureau 4 Portfolio		BY2007	Multi-Agency	Final	User, eCPIC
	Consolidated Portfolio A	Consolidated Portfolio A	BY2007	Multi-Agency	Final	User, eCPIC
	Demo Port		BY2008	Multi-Agency	Final	User, eCPIC

4. **Check** the Portfolios the user wants to add to the Portfolio.

Note: A user can only add portfolios to portfolios that have the same template as the portfolio are adding to. If users try to add a portfolio that doesn't have the same template as the portfolio users want to add to, warning messages will pop-up.



Note: If a user decides to select a portfolio that has an investment already in the Portfolio the user is adding Portfolios to, they will see each Portfolio that is associated with it in the *Portfolio Investments* screen.

5. Click **Save** to save the changes. *The page navigator can be used to move to the next page*. Clicking on the **Next** arrow will save the information and return the user to the Portfolio Investments screen. Click **Cancel** to undo a selection made.

Once the Portfolios have been saved, the investments within the Portfolio will be viewable from the **Portfolio Investment** screen.

5.5.6.2 Remove Portfolios

To Remove Portfolios:

1. Click on the **Portfolios** module.

2. Click the **Portfolio Name** from which users will remove Portfolios.

3. Click the **Select Portfolios** tab. The Select Portfolios screen will appear:

4. **Uncheck** the Portfolios to be remove from the Portfolio.

5. Click **Save** to save the changes. *The page navigator can be used to move to the next page*. Clicking on the **Next** arrow will save the information and return the user to the *Portfolio Investments* screen. Click **Cancel** to undo a selection made.

5.6 Portfolio Views

eCPIC is delivered with one default investment view that will be seen each time a user selects the Investments module. It is called the **Standard View**. The columns contained within the default view include Investment Name, Template, Class, OMB Investment Type, Consolidated Business Case, Revision, Point of Contact, and Last Updated date.

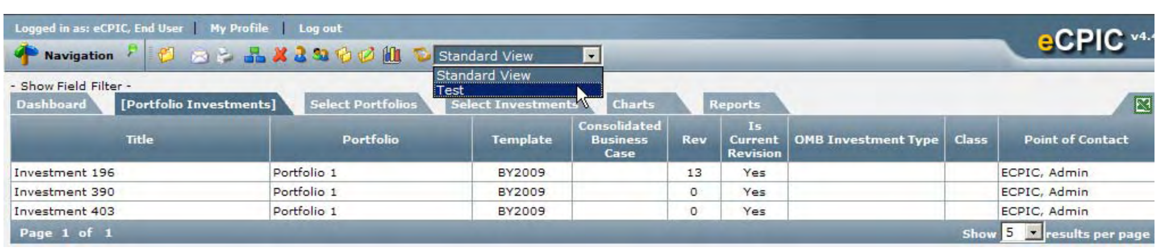
System Administrators have the ability to customize different views of investment data that will populate the view table.

For example, a view can be created called "Enterprise Architecture View" that presents a list of investments according to how each investment aligns to the Federal Enterprise Architecture. Once the view has been created, it can be accessed via the Investments and Portfolio modules.

1. Click on the **Portfolios** module.

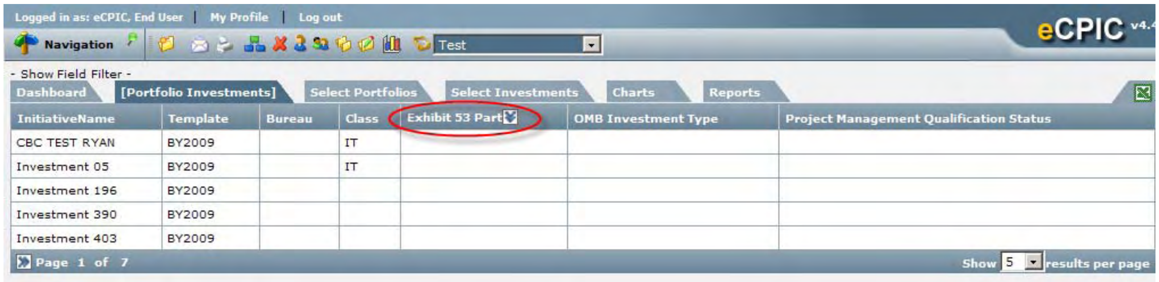
2. Click on a **Portfolio Name**.

1. By default, the Standard View will appear. Click on the **View** drop-down list box and select the new View desired.



The new view will appear:

Note: A user can sort the results by clicking on the column header the user wishes to sort by. An arrow will appear. Clicking on the arrow will sort the results in ascending order. Click on the arrow or heading again and the results will be sorted in descending order.



5.7 Portfolio Reports

The Portfolio Reports section has been added to the Portfolios Module as a means of viewing aggregated data across a portfolio. Currently, two reports exist, the Portfolio Summary of Spending Report and the Portfolio Funding Report. To access these reports:

1. Navigate to the Portfolios Module
2. Open up an existing portfolio.
3. Click on the *Reports* tab. The Reports page should be displayed.