

30.20.35 Managing a Portfolio Review

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.



1.3 Purpose / Scope of the Process

Purpose / Scope of the Process

Insert a brief overview of what is the purpose of the process, what it does and what it doesn't cover.

The purpose of this process is to know how to run a portfolio review meeting

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered whenever a portfolio review meeting is required for the competition

Process End Point

Insert description of what triggers the end of the process.

The process ends when the portfolio review meeting is concluded, and all comments noted

1.4 Link to Process Model -

2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Check Portfolio Review is on Competition Brief	Procedure - The Competition Manager will need to check on the brief that a portfolio review was notified of to the applicants Guidance and Troubleshooting - If there is any doubt about the process then the Competition Manager should refer to their lead.	Competition Manager			Competition Brief
2	Portfolio Review on Brief?	If YES then go to step 4 If NO then go to step 3				
3	Determine Outcome with Line Draw Results	Procedure - If the portfolio review is not mentioned on the brief then the Line Draw meeting will determine the results Guidance and Troubleshooting - If there is any doubt about the process then the Competition Manager should refer to their lead. Proceed to 30.30.10 Approval of the Line Draw process 	Competition Manager			Line Draw
4	Create Portfolio Review Sheet	Procedure - If the portfolio review is mentioned on the brief then a copy of the Line Draw report will need to be saved as "Portfolio Review Sheet" - To prepare the portfolio review sheet for the Portfolio Review Meeting, the Competition Manager (CM) must: - If a question has been included in the application form relating to the portfolio theme/area, run report IFS023a and using vlook ups insert the relevant information into the panel sheet, which you can find in Process sheet '17. How to use VLOOKUP formula' - split the projects on the panel rank list tab into sections based on the theme/ portfolio areas.	Competition Manager		Cobalt Grant Manager SharePoint	Line Draw

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		- only the fundable 'green list' projects should be included so you can clearly see the fundable projects that can be selected - Once this has all been done, the portfolio review preparation is complete. The prepared sheet can now be saved into the Panels subfolder of the competition folder and shared with the IL and any co-funders prior to the Portfolio Review Meeting. This gives the Innovation Lead (IL) and any co-funders the opportunity to familiarise themselves with what is to be discussed. Guidance and Troubleshooting - If there is any doubt about the process then the Competition Manager should refer to their lead.				
5	Hold Portfolio Review Meeting	Procedure - The Portfolio Review Meeting is facilitated by the Competition Manager (CM) - The Portfolio Review Meeting should be a flowing discussion to confirm which applications are to be recommended for funding within each section of the portfolio and which applications are above the quality threshold but there is currently no budget left to fund them. - During the Portfolio Review Meeting, the Competition Manager (CM) and Innovation Lead (IL) must: - confirm how much funding is available for each area across the portfolio if a set amount has been agreed prior to the meeting - review the fundable applications in each portfolio area and agree where the funding line is - be aware that there may be fundable applications that will not be funded in the competition, as the budget is not available, which may generate complaints - ensure that robust reasoning for funding or not is recorded against each application Guidance and Troubleshooting - it is a good idea for the CM and IL to review the standard portfolio approach notification wording at the Portfolio Review Meeting, to ensure that the notification the applicants will receive is approved. Standard notification templates are in the templates folder on SharePoint.	Competition Manager	Innovation Lead	Meeting	Portfolio Review Sheet
6	Save Portfolio Review Sheet in SharePoint	Procedure The Competition Manager will need to save the new spreadsheet as v2 Portfolio Review Sheet on the Competition SharePoint site Guidance and Troubleshooting	Competition Manager		SharePoint	Portfolio Review Sheet

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		The Competition Manager should send a copy of the v2 sheet to the Innovation Lead for confirmation of the results Process Ends – Portfolio Review Completed				

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Competition Lead

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

3.4 IT Systems

IT Systems and Applications used within the process.

Cobalt Grant Manager

This is used as part of Eligibility checks

Meeting

SharePoint

SharePoint is a document management and storage system.

IT System Owner: Business Systems Product Manager

3.5 Documents

Documents used within the process.

Competition Brief

The Competition Brief is a key competition document which includes the scope of the competition, the questions asked to applicant and the public content. This document is translated into IFS so that applicants can apply for the competition.

Document Owner: Competition Manager

IT System: Microsoft Word

Line Draw

Portfolio Review Sheet

A sheet based upon the Line Draw Sheet which is used to decide on which projects will be funded following alignment with the competition portfolio requirements

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