

**To:** CIOs/IT Managers at all Executive Branch Agencies/Boards/Commissions

Good Afternoon,

**EPM Portal Training:**

Training on the Enterprise Program Management (EPM) Portal will be conducted via 2-3 hour, hands-on training sessions in a computer lab. Completion of training is a prerequisite for obtaining a user account on the system. Details on the training schedule are provided below. Please be sure to register so that we can prepare for each training session appropriately.

**CIO Overview:** This training will provide an overview of the EPM Portal specifically for Chief Information Officers & Directors of Information Technology. Registration will be limited to a maximum of two seats per agency unless surplus seats become available.

In Springfield, this training will be offered on Tuesday October 7, 2008 from 9:00 to 11:00 (12 seats), and on Wednesday October 8, 2008 (12 seats) in Computer Lab 131 at the LLCC Capitol City Training Center.

In Chicago, this training will be conducted on Wednesday October 15, 2008 in the JRTC 2<sup>nd</sup> Floor Computer Lab (10 seats).

**EPM Portfolio Manager:** This training will provide specific instruction on the role of Agency Portfolio Manager and how they can utilize the EPM Portal to perform the duties of this role. Registration will be limited to personnel assigned to the role of Agency Portfolio Manager unless surplus seats become available.

This training will be offered on Tuesday, October 21<sup>st</sup> and Tuesday October 28<sup>th</sup> (15 seats per session) at the LLCC Capitol City Training Center. Participants may choose to register for either a morning or an afternoon session. 9:00 AM - Noon or 1:30 - 4:30 PM.

**EPM Project Management Office:** This training will provide specific instruction on the role of Project Management Office and how they can utilize the EPM Portal to perform the duties of this role. Registration will be limited to personnel assigned to the role of Project Management Office unless surplus seats become available.

This training will be offered on Wednesday, October 22<sup>nd</sup> and Wednesday October 29<sup>th</sup> (15 seats per session) at the LLCC Capitol City Training Center. Participants may choose to register for either a morning or an afternoon session. 9:00 AM - Noon or 1:30 - 4:30 PM.

Presentation/Method: There will be a MS PowerPoint presentation, and then we will run through some hands-on exercises using our test environment. There will be time for the participants to try some things on their own (with assistance as needed). Finally, we will do some Q&A and the participants will receive a written set of guidelines to take away from the meeting.

Registration/Confirmation: A confirmation message will be sent to each confirmed attendee. Please contact Barry Vaughn at [Barry.Vaughn@illinois.gov](mailto:Barry.Vaughn@illinois.gov) or Lisa Griffith [Lisa.Griffith@illinois.gov](mailto:Lisa.Griffith@illinois.gov) for more information regarding EPM Portal Training opportunities.

**EPM Process Overview:**

Over the next 90-days, the Enterprise Program Management Office (EPMO) will reach out to Consolidated & Selected Agencies, as well as to other Executive Branch Agencies/Boards and Commissions, to offer the opportunity to participate in an overview of EPM Processes. This overview will include discussion on the requisite budget, portfolio, governance, qualification & activation, and project management processes. Please contact Lisa Griffith at [Lisa.Griffith@illinois.gov](mailto:Lisa.Griffith@illinois.gov) to schedule an EPM Process Overview.

We look forward to providing this tool to our customers to better manage their project portfolio records and project charters. If you have questions or concerns please feel free to contact me at [Michael.Porter@illinois.gov](mailto:Michael.Porter@illinois.gov) or 217-557-9965.

Thank you,

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