Portfolio Management Process. Memo and Diagram. As a project portfolio manager, one of your primary responsibilities will be to manage the portfolio management process. Communicating an updated process is a common need for project portfolio managers to demonstrate how a project or program aligns to strategic objectives and enhances business value. In this assessment, as the project portfolio manager, you will apply your strategic planning skills to design a portfolio management process. You will develop a basic understanding of a change management methodology to communicate that process to project managers, stakeholders, and executives. Consider 1 organization whose strategic objectives you are familiar with. This could be your employer or another organization that you identify through research. Read through the assessment requirements and ensure that you have enough to complete this assessment. Design a project portfolio management (PPM) process that will align to your selected organization’s strategic objectives and enhance the business value. This process may be intaking new projects or programs into the portfolio, prioritizing approved projects and allocating resources, capacity planning, monitoring project performance, or another process of your choice. Write a memo to executive leadership, as appropriate, to communicate the PPM process you designed. Include the following information in your memo: In a brief narrative or summary, explain the process and how it enhances business value. Explain how this process is aligned to any specific business goals or strategic objectives and how the organization can more directly meet their overall strategic vision or objectives with this process. Explain the change management methodology you recommend (e.g., Prosci® ADKAR® model, Kurt Lewin’s methodology, Dr. John Kotter’s methodology, or something else) and how it will be used for communicating the change. Summarize the communication requirements to ensure the change is managed successfully. Identify tools and resources that will be used to support the change. Create a diagram, such as a flow chart, to map the process. You may use Microsoft® Word or PowerPoint®. Remember that this diagram will be for the PMO, not for general project management. Cite any references used and format citations and references according to APA guidelines. Submit your memo and diagram. The company I choose is Apple.