

Strategy Unit Results Assessment Team

Portfolio Review Document Appendix A: Activities Supporting the Portfolio Review Process

Portfolio Review Attendance

With very few exceptions, at least one team member observes each presidential portfolio review. Attendance at board- and staff- level reviews is by invitation.

Attendance in 2014:

- approximately 50 presidential portfolio reviews (5 joint presidential-board reviews)
- 4 board-level reviews
- 1 staff-level review

Portfolio Review Debriefs

We check in with program staff after each presidential portfolio review. While these debriefs were initially meant as a means of obtaining feedback about the process, we adjusted in September 2014 to make the discussion more useful to programs. By scheduling debriefs to follow right after reviews and typing up staff responses to a simple set of questions, we helped colleagues capture insights and immediate impressions, leaving them better positioned for follow up.

Portfolio Review Prep Support

At programs' request, we provide individual or team support as they prepare for their portfolio reviews.

- In-person/phone/videoconference meetings at any stage in the process
- Review of draft documents
- Advice on proposed participants
- Sharing sample materials

Written Communications

We provide guidance and updates on the portfolio review process via memos and KARL posts.

- [Portfolio Review Guidance](#) (Memo) – January 22, 2014
- [Further Guidance on the Portfolio Review Process](#) (Memo) – February 5, 2014
- [Portfolio Review Primer](#) (KARL) – March 2014
- [Portfolio Review Guidance Version 2.0](#) (Memo) – April 14, 2014
- [“Reflective Practice: Types of Portfolio Review at OSF”](#) (KARL blog post by Dan Sershen) – September 18, 2014
- [“Using New FC ‘Topics’ for Portfolio Review Preparation”](#) (KARL blog post by Daphne Panayotatos) – October 21, 2014
- Pre-review reminders (e-mail from Dan Sershen sent two weeks before each review)

Network Calls

These calls allow us to speak directly to the network about what we are learning through and about the portfolio review process, and offer colleagues an opportunity to hear from one another. Each call features at least three speakers from different programs and levels, representing diverse perspectives.

- [Network Call with Chris Stone](#) – December 6, 2013
- [Reflections on the Portfolio Review Process](#) – April 16, 2014
- [Portfolio Review Follow Up](#) – September 30, 2014

Trips/Presentations

We hold discussions about the portfolio review process at staff meetings, retreats, working group meetings, and regional gatherings.

Examples in 2014:

- Africa Regional Office mini-retreat – February 7th
- Eurasia Program staff – February 28th
- OSF-DC staff – May 9th
- Scholarships Program staff retreat – May 20th
- SMC Programs Subcommittee meeting – June 30th
- OSIAF Tajikistan all staff (videoconference) – July 2nd
- OSIEA Staff Retreat – July 15-18th
- US Programs Senior Management Team – August 13th
- Brussels, Budapest, London brown-bags/small-group meetings – February, March, November
- Individual Grants Working Group – multiple, ongoing

Board Engagement

At programs' request, we help socialize and coach program advisory board members on the portfolio review process and their particular role in it.

Examples in 2014:

- Arab Regional Office Advisory Board Meeting – February 6-7th
- IMI Advisory Board Meeting – March 13th
- OSF Board Orientation & Advisory Board Chair meetings – June 24-25th
- ESP General Education Advisory Board Meeting – August 25th
- Information Program Advisory Board Meeting – October 23rd

Knowledge Management / Sharing

Along with programs, we have joint responsibility for ensuring that insights and lessons from portfolio reviews are shared so that staff can derive the greatest benefit from the process.

- KARL repository of portfolio review materials
- Portfolio Review Index of themes, geographies, strategic approaches, and tools (in development)
- Results Assessment Blog covering topics arising in multiple portfolio reviews:
 - [“Capacity Building for Organizational Health: Lending a Hand, or Grabbing the Wheel?”](#) by Dan Sershen – July 2, 2014
 - [“The Influence of EU Funding: Insights from Portfolio Reviews \[Part 1\]”](#) by Daphne Panayotatos – October 20, 2014
 - [“The Influence of EU Funding: Insights from Portfolio Reviews \[Part 2\]”](#) by Daphne Panayotatos – October 23, 2014
- [Presidential Portfolio Reviews Outcomes Statements](#) chart for OSF Global Board

Grant Making Design Team (GMDT) Pilot Process

As members of the team that managed the GMDT pilot on changes to OSF's grant making, we benefited from deeper engagement and reflection on the portfolio review process with representatives of six programs and colleagues from the Grant Making Support Group and President's Office. The insights we gained not only informed the ultimate GMDT recommendations, but allowed for mid-course adjustment.