13. SERVICE PORTFOLIO MANAGEMENT

	Topic/Question
13.1	**SPM Records** Does the tool allow for the creation of service portfolio records? -- -
13.2	**Record Content** Does the tool provide a set of fields adequate to contain all necessary service portfolio content? 19 fields are recommended. -- -
13.3	**Status of Service Elements** Does the tool support different statuses for the same service record content at the same time? (Related to question above.) -- -
13.4	**Flexible Designing** Does the tool allow client- defined fields to enable the content design to meet their particular needs? -- -
13.5	**Service Finance** Does the tools have fields for financial information about services? Such as costs and charges. -- -
13.6	**Third Party Services** Does the tool record details of third party services? -- -
13.7	**Service Catalogue Link** Does the tool allow service portfolio items to be linked to service catalogue records? -- -
13.8	**Service Inventory** Does the tool allow a service inventory to be recorded? -- -

13.9	Service Development
	Does the tool allow new service developments to be recorded?
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13.10	Business Cases
	Does the tool allow for business cases as supporting documentation to be stored or referenced?
	-- -

13.11	Process Activities
	Does the tool allow for lifecycle management of services in the stages of defined, analyzed, approved, chartered?
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13.12	Value Proposition
	Does the tool allow the service value proposition to be recorded?
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13.13	Data Validation
	Does the tool support portfolio services validation on a recurring basis?
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13.14	Linking Services
	Does the tool allow the services to be linked to the required capabilities and resources?
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13.15	SPM Lifecycle Stages
	Does the tool allow the lifecycle stages of service pipeline, service catalogue and retired serviced to be recorded and updated for every portfolio record?
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13.16	Service Requirements
	Does the tool allow a link to, or the recording of service requirements in the service portfolio?
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13.17	Pipeline Services
	Can the tool provide a view/ list of services in the pipeline (ie under development)? -- -

13.18	Retired Services
	Can the tool provide a view/ list of retired services? -- -

13.19	SLA Link
	Does to tool provide a facility to link to the appropriate service level agreements? -- -

13.20	Capacity & Finance Links
	Can the tool integrate with capacity or demand and financial technology to provide service usage, cost and forecast? -- -

13.21	Access Permissions
	Does the tool have controls that prevent unauthorised access? -- -