



Foundation and Practitioner

Want to arrange this course for your organisation? We can come to you!

Call us on +44 (0)1202 736373 or email info@spoce.com for more information

Also available:

Executive Briefing
MSP® Advanced

Also relevant:

Management of Value

Management of Portfolios

Public venues:

Bournemouth
London
Manchester
Nottingham

Pricing:

For a list of course prices and offers, visit www.spoce.com

SPOCE's courses are competitively priced and reflect the quality of the course delivery, our long standing reputation, the comprehensive support materials and our commitment to customer support prior to, during and after the event.

This course is available on SPOCE's open public schedule, or we can come to you to run the course at your premises. Online learning is also available for individuals and groups.

Officially launched in 1999, "Managing Successful Programmes" (MSP®) is a guide that provides and maintains a strategic view over the set of projects, aligning and co-ordinating them within a programme of business change in support of specific business strategies.

Who is the course designed for?

Any organisation or individual seeing the need for a controlled approach to managing its programmes. The event is suitable for programme managers, experienced project managers, programme support team members and senior managers from any discipline.

The OGC Managing Successful Programmes method is flexible and adaptable for any type and size of programme where a business "vision" is the required outcome.

What are the course objectives?

The key objectives of this course are:

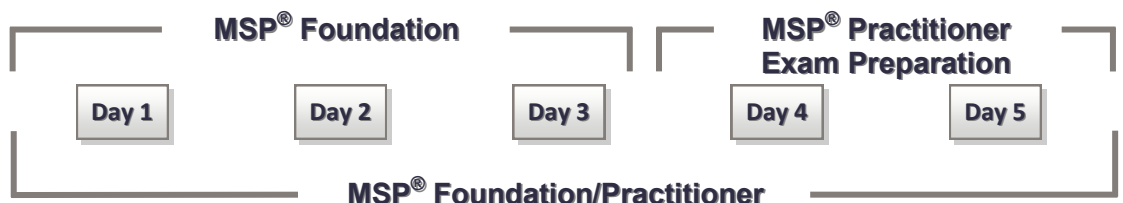
- Provide Delegates with an understanding of the benefits and principles underlying a structured approach to programme management.
- Apply the principles of MSP® to a programme within a work environment.
- Operate effectively with colleagues and managers within a structured programme and project management environment.
- Enable delegates to understand the MSP® framework to be prepared to sit the APM Group/OGC MSP® Foundation and Practitioner exams.

Success in the Foundation & Practitioner Exams provides candidates with the prerequisites required to sit the MSP® Advanced Practitioner exam (separate course).

What is the course approach?

SPOCE offer 3-day Foundation and 5-day Practitioner course options. The courses include a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of project and programme management.

The pre-course material includes SPOCE's highly acclaimed event preparation CD and the MSP® Manual. Delegates should spend approximately 10 hours studying this pre-course material in order to be well prepared for the course.



SPOCE's flexible approach to the course means that delegates can attend the Foundation course and then return at a later date to complete the Practitioner exam.

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- Available to Individuals on public courses
- Available as a Client Event for groups
- Exam is included during this course
- Onsite accommodation is available
- Also available as distance learning





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What content does the course cover?

MSP® INTRODUCTION AND OVERVIEW

What is a programme? What is programme management? MSP® Structure.

MSP® FRAMEWORK AND CONCEPTS

Principles, governance themes, transformational flow, management strategies and plans.

VISION

What is a 'vision'? What makes a good Vision Statement?

IDENTIFYING A PROGRAMME

Programme Mandate. Linking to Policy and Strategy. Preparing a Programme Brief. Planning to Define the Programme.

BLUEPRINT DESIGN AND DELIVERY

What is a Blueprint, and what does it contain? Developing a Blueprint from the Vision Statement.

DEFINING A PROGRAMME

Creating a Programme Definition Document (including the Project Dossier, the Programme Plan and the Programme Business Case).

PLANNING AND CONTROL

What is a Programme Plan and how is it developed? The Project Dossier. Resourcing and scheduling.

BENEFITS REALISATION MANAGEMENT

The key driver for the programme. How benefits realisation links to achieving strategic objectives. Outcome relationship models and Benefit Maps. Planning for benefits realisation.

ORGANISATION AND THE PROGRAMME OFFICE

Organisation and leadership. Organisational structure, the key roles and their responsibilities.

What is a Programme Office and what service does it provide?

THE BUSINESS CASE

Developing, managing and reviewing the programme's Business Case.

LEADERSHIP AND STAKEHOLDER ENGAGEMENT

Leadership as opposed to management. How 'leaders' actively engage stakeholders. Analysing and engaging with stakeholders. Stakeholder maps and matrices.

MANAGING THE TRANCHES

Implementing governance arrangements. Establishing tranches. Managing risks and issues.

DELIVERING THE CAPABILITY AND REALISING THE BENEFITS

Co-ordinating and managing projects on the Project Dossier. Starting and closing projects. Maintaining alignment with the programme.

Ensuring that project outputs are fit for purpose and can be integrated into operations, so that benefits can be realised. Pre-transition, transition and post-transition activities.

QUALITY MANAGEMENT

Critical Success Factors. The scope of programme quality management. Quality processes. Configuration Management. Quality Management Strategy and Plan. Information Management Strategy and Plan.

RISK MANAGEMENT AND ISSUE RESOLUTION

Principles, approach and strategy for managing risks and resolving issues. Managing and controlling changes.

CLOSING A PROGRAMME

Formal confirmation of completion. Finalising programme information. Confirming closure.

What exams are taken on the course?

- **Foundation:** 1-hour, closed book, consisting of 50 multiple-choice questions.
- **Practitioner:** 2½ hours, open book (MSP® manual only) consisting of 8 scenario based objective test questions.

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