



MSP® Foundation Classroom

About the Course

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.

Designed for

Members of a Programme Office, business change team members, project delivery team members, as well as anyone who needs to understand the terminology and concepts underpinning MSP and those wishing to pursue higher level certifications (e.g. Programme Managers, Business Change Managers (BCMs) and Senior Responsible Owners (SROs)).

Course Approach

SPOCE offer 3-day Foundation (and 5-day Practitioner for those that want to study at a higher level) course options. The courses include a mixture of input and practical sessions, delivered by a PeopleCert approved trainer with practical experience of project and programme management.

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

Exam Information

Foundation: 1 hour, closed book, 75 multiple-choice questions.

Passing the exams will give you internationally recognised professional qualifications.

Benefits of Method

The benefits of using this method include:

- Can be used in harmony with other Best Management Practice guidance, such as PRINCE2® and M_o_R® and any international or internal organisational standards
- Highly suitable for business transformation and political/societal change
- Accommodates high levels of complexity, ambiguity and risk
- MSP Principles can be applied to any change, whatever level of its focus, or nature of outcomes
- Programmes are always planned and managed with an end in mind.

Course Objectives

The key objectives of this course are to:

- 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 MSP® Foundation and Practitioner exams.

Success in the Foundation & Practitioner Exams provides candidates with the pre-requisites required to sit the MSP® Advanced Practitioner exam (separate course - please see MSP Advanced Practitioner course).





MSP® Foundation and Practitioner Classroom - Course Content

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.

