



MoP® Foundation Classroom

About the Course

Management of Portfolios (MoP®) is about investing in the right change initiatives and implementing them effectively. MoP® helps organisations answer a fundamental question: 'Are we sure this investment is right for us and how will it contribute to our strategic objectives?'

MoP® achieves this by ensuring that:

- The programmes and projects undertaken are prioritised in terms of their contribution to the organisation's strategic objectives and overall level of risk.
- Programmes and projects are managed consistently to ensure efficient and effective delivery.
- Benefits realisation is maximised to provide the greatest return (in terms of strategic contribution and efficiency savings) from the investment made.

The purpose of the Foundation certification is to confirm that a candidate has sufficient knowledge and understanding to work as an informed member of a Portfolio Office or in a range of portfolio management roles. The Foundation certification is also a pre-requisite for the Practitioner certification.

Designed for

Those involved in a range of formal and informal portfolio management roles encompassing investment decision making, project and programme delivery, and benefits realisation. It is relevant to all those involved in the selection and delivery of business change initiatives.

Course Approach

Delegates should spend approximately 10 hours pre-course study in order to be well prepared for the course. MoP Foundation is a 2 day course (or 4 days if

including Practitioner course) and is a mixture of input and practical sessions incorporating the Foundation exam at the end of the course. If you wish you can choose a Practitioner course to directly follow on from this.

Benefits of Method

The benefits of using this method include:

- More of the right programmes and projects being undertaken in terms of:
 - Greater financial benefits and measurable contribution to strategic objectives
 - Removal of redundant and duplicate programmes and projects
- More efficient resource utilisation
- Enhanced transparency, accountability and corporate governance
- Improved engagement and communication between relevant stakeholders.

Course Objectives

The key objectives of this course are:

- Knowledge of the MoP® guidance at the Foundation and where chosen, Practitioner levels.
- Understand the benefits and principles underlying the approach to the Management of Portfolios.
- Contribute and communicate effectively with colleagues working within portfolio management.
- Apply the MoP® principles within an organisational context.



MoP® Foundation Classroom - Course Content

Introduction

Introducing the purpose, scope and coverage of Management of Portfolios and setting the context in relation to the other elements of Best Management Practice guidance. This session sets out the objectives and benefits of introducing MoP®, focusing on who it is aimed at and what it seeks to achieve.

Strategic and Organisational Context

This session sets out the relationship between MoP® and other key corporate functions such as; strategic planning, performance management, corporate governance, resource/budgetary management, project/programme management and business-as-usual (BAU) and examines how they can work together to deliver strategic objectives.

Principles

The portfolio management principles represent the foundations upon which effective portfolio management is built; they provide the organisational environment in which the portfolio definition and delivery practices can operate effectively.

Portfolio Cycles and Roles

There is no right way to implement portfolio management; it will depend on the organisational and business circumstances that prevail. This session looks at the various ways implementation can be approached and the roles within MoP® that supports its delivery and ongoing success.

Definition Cycle

Focuses on 'doing the right things' by collating key information that will provide clarity to senior management and the wider audience with regards to the collection of change initiatives and how these initiatives will deliver the greatest contribution to the strategic objectives.

Delivery Cycle

Focuses on 'doing those things right', ensuring the successful implementation of the planned change initiatives within Management of Portfolios as agreed in the portfolio strategy and delivery plan, whilst also ensuring that the portfolio adapts to changes in the strategic objectives, project and programme delivery, and lessons learned.

Framework and Documentation

The portfolio management framework is a central repository containing a description of the agreed portfolio management practices adopted by the organization and its governance arrangements. This session considers the framework, its purpose and content.

Exam Information

Foundation: 40 minutes, closed book, 50 multiple-choice questions.

Practitioner: 3 hours, open book (MoP® manual only), 4 scenario-based objective test questions.

Passing the exams will give you internationally recognised professional qualifications.

