



Inspiring growth and improvement



MoP[®] Foundation

Accredited by PeopleCert and AXELOS

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Highlights

Experienced & accredited trainers

Accredited training material

Training & examination in 3 days

Practice examination

Excellent first attempt pass ratio

Gain knowledge about Management of Portfolios (MoP®) and its principles, techniques and practices. Prepare to achieve MoP Foundation qualification.

Introduction

The Management of Portfolios (MoP) guidance provides advice and examples of how to apply principles, practices, and techniques that help optimize an organization's investment in change alongside its Business As Usual (BAU) work.

The purpose of the Foundation qualification 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 qualification is also a pre-requisite for the Practitioner qualification.

Learning Objectives

This level aims to measure whether a candidate understands the principles, cycles, practices, techniques, roles, responsibilities, documents and organizational context within which portfolio management operates. Specifically, to know and understand the:

- scope and objectives of portfolio management and how it differs from programme and project management
- benefits from applying portfolio management
- context within which it operates
- principles upon which successful portfolio management is based
- approaches to implementation, the factors to consider in maintaining progress, and how to assess the success of portfolio management
- purposes of the portfolio management definition and delivery cycles and their component practices, and relevant techniques applicable to each practice
- purpose and key content of the major portfolio documents
- scope of key portfolio management roles.

Contents

> **Introduction to Portfolio Management**

- ▶ Portfolio and Portfolio management
- ▶ Portfolio management model and relationship between various entities like principles, cycles, practices, etc.
- ▶ Difference between Portfolio and Portfolio Management
- ▶ Effect on MoP principles and cost-effective approaches
- ▶ Scope and Objectives

> **Implementing and measuring**

- ▶ Approaches to implementation
- ▶ Steps involved in implementation of Portfolio Management
- ▶ Factors of sustaining progress

> **Strategic and Organisational Context**

- ▶ Key functions or activities needed to coordinate for achieving strategic objectives

> **Principles of Portfolio Management**

- ▶ Portfolio management is based on following principles:
- ▶ Portfolio office
- ▶ Strategy alignment
- ▶ Governance alignment
- ▶ Senior management commitment
- ▶ Energised change culture

> **Portfolio definition cycle**

- ▶ The portfolio definition practices including understanding, categorising, prioritising, balancing and planning the project
- ▶ Terms and Concepts related to the portfolio definition cycle
- ▶ The techniques of following:
 - ▶ Three-point estimating
 - ▶ Reference class forecasting
 - ▶ Multi-criteria analysis
 - ▶ Driver-based strategic contribution analysis
 - ▶ Decision conferencing
 - ▶ Clear line of sight

> **Portfolio delivery cycle**

- ▶ The portfolio delivery practices include following:
 - ▶ Control of management
 - ▶ Benefits management
 - ▶ Management of finance
 - ▶ Engagement of stakeholders
 - ▶ Organisational governance
 - ▶ Management of resources
- ▶ The techniques of following:
 - ▶ Management by exception
 - ▶ One version of the truth
 - ▶ Staged release of funding
 - ▶ Sight reporting
 - ▶ Champion-Challenger model

> **Roles and Documentation**

- ▶ Purpose and responsibilities of portfolio management
- ▶ Portfolio management documentation

> **Examination Review**

- ▶ Exam tips and tricks
- ▶ Practice Examinations

Recommended Participants

This qualification is aimed at those involved in a range of formal and informal portfolio management roles encompassing investment decision making, project and programme delivery, and benefits realization. It is relevant to all those involved in the selection and delivery of business change initiatives including: members of Management Boards and Directors of Change; Senior Responsible Owners (SROs); portfolio, programme, project, business change and benefits managers; and business case writers and project appraisers

Prerequisites

Knowledge and experience of portfolio management will be helpful, but not necessary.

Course Format

The course uses a stimulating mix of instructions, quizzes, workshops, discussions, practice exams, and a certificate exam.

Note: 2 to 3 hours of evening work would be required for examination preparation.

Duration

3 days, including certification examination on the last day.

Materials Provided

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Practice examination
- Course Certificate
- Exam certificate on passing the examination

Practice Exam

A 40-minute practice exam is part of the course. The practice exam aims to help participants in passing the MoP Foundation certification exam.

Certification Exams

A 40-minute certification exam is scheduled on the last day of the course, consisting of fifty (50) multiple choice questions. Candidates must achieve 50% marks (25 out of 50) to receive their examination certificate.

Reference Material

This training is based on the publication, "Management of Portfolios", published by TSO (The Stationery Office) in 2011.

About Business Beam

Business Beam is a top of the line Management consultancy, training and outsourcing firm that helps organizations solve problems in strategy, governance, operations, quality, services, projects, information security, business continuity, human resources, risks and internal audit.

Established in 2004 with a vision to drive organizations towards corporate excellence, Business Beam has served hundreds of organizations of various sizes, different domains and geographical regions.

Business Beam partners with customers to convert them into high-performance businesses and governments. We feel honored to help them grow!

Our training program has successfully reached to more than 7,000 professionals and executives, from 25+ different nationalities, and representing 1000+ organizations.

Business Beam is AXELOS certified partner and Accredited Training Organization (ATO) for COBIT, ITIL, PRINCE2, P3O and DevOps. We are also itSMF member, PECB partner, ISACA official licensee and CMMI Institute partner.

Contact Us

To find out more about how Business Beam can help you meet your growth objectives, visit www.businessbeam.com or contact us at training@businessbeam.com

