




Inspiring growth and improvement



MoP[®] Practitioner

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

Learn the application of Management of Portfolios (MoP®) to effectively balance organisational change and business as usual. Prepare to achieve MoP Practitioner 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 Practitioner qualification is to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor the MoP guidance and to analyse portfolio data, documentation and roles in relation to a scenario situation. A successful Practitioner candidate should, with suitable support, be able to advise on the implementation of appropriate practices and techniques and apply the method to a live portfolio.

Learning Objectives

Candidates should be able to apply and understand how to tailor MoP effectively. Specifically, candidates should be able to demonstrate their ability to:

- define the business case to get senior management approval for portfolio management
- plan the implementation of portfolio management
- select and adapt MoP principles, practices and techniques to suit different organizational environments
- evaluate examples of MoP information (including documents and role descriptions)
- analyse the solutions adopted in relation to a given scenario.

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

The MoP Foundation qualification is a pre-requisite for the Practitioner qualification.

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

- Training reference manual containing copy of course slides, support documents, quizzes and answers
- Practice examination
- Management of Portfolios book published by TSO in 2011
- Training certificate
- Exam certificate on passing the examination

Practice Exam

A 3-hour practice exam is part of the course. The practice exam aims to help participants in passing the MoP Practitioner certification exam.

Certification Exams

A 3-hour certification exam is scheduled on the last day of the course, consisting of 80 objective questions carry one marks each. Candidates must achieve 50% marks (40 out of 80) to receive their examination certificate. This is an open book exam (official MoP guide only).

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

