

# MoP®

## Management of Portfolios Certification



### Programme overview

The MoP framework gives portfolio and programme managers the principles and practices needed to achieve an effective portfolio management view across their organisations.

MoP defines portfolio management as: 'A coordinated collection of strategic processes and decisions that together enable the most effective balance of organisational change and business as usual.'

Portfolio Management is the essential thread that pulls together and coordinates strategic planning, investment appraisal and project and programme management. Rather than focusing on the detailed management of projects and programmes, it takes a strategic view of change projects and programmes.

MoP is closely aligned to the programme and project management methodologies outlined in MSP® and PRINCE2®.

### Course structure

#### Foundation

3 days

#### Foundation and Practitioner

5 days



**IN-COMPANY  
CLASSROOM  
COURSE**

Training to meet your specific needs in the most convenient way for you, either over consecutive days or split into separate modules

### What you will gain

MoP helps organisations ensure that they are doing the right projects and programmes to underpin their strategy. Portfolio management is about investing in the right changes, implementing them effectively, and realising all the benefits.

This accredited certification will help you to:

- Ensure change projects and programmes are prioritised according to their strategic value
- Provide a consistent approach for effective and efficient delivery across the whole portfolio
- Target full benefits, in terms of strategic contribution and efficiency savings, from the investment made
- Ensure successful delivery in terms of time, quality, budget and benefits realisation
- Improve engagement and communication between senior management and staff
- Prioritise programmes and projects in terms of their contribution to your organisation's strategic objectives and overall level of risk

## By the end of this course you'll be able to

Portfolio management can be applied in a wide variety of situations: at an enterprise, departmental or functional level. This course focuses on the organisation's collective investment in programmes and projects, or change initiatives, that contribute to achieving strategic objectives and business priorities.

### The main topics covered are:

- Portfolio Management overview
- The Organisational context within which Portfolio Management operates
- The Principles that enable effective Portfolio Management
- The Portfolio Definition Cycle and 5 constituent practices
- The Portfolio Delivery cycle and 7 constituent practices
- Key Portfolio roles and documentation
- Approaches for implementing and sustaining portfolio management
- Assessing portfolio management maturity
- Co-ordination of portfolio management with key corporate functions
- Designing and evaluating approaches to portfolio governance
- Designing a strategy to sustain progress from portfolio management
- Techniques that facilitate strategic alignment even where strategic measures are not clearly defined

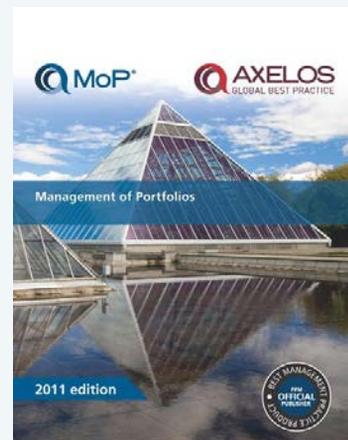
## Gaining the qualification

**Foundation** - The purpose of the foundation qualification is to confirm you have sufficient knowledge of the MoP framework.

- Tests knowledge and understanding
- Takes place on afternoon of second day
- Multiple-choice format and closed book
- 40 minutes duration, with 50 questions
- Pass mark 50%

**Practitioner** - Delegates need to have achieved the Foundation level certification to go on to the Practitioner level.

- Tests application of theory to a given scenario
- Takes place on afternoon of fourth day
- Multiple-choice format and open book
- 3 hrs duration, with 80 questions
- Pass mark 50%



## Duration

We'll present this 5 day programme in the most convenient way for you, for example as 5 consecutive days or 2 modules covering the Foundation and Practitioner levels separately. Having a time lag between the modules means there is more time for people to practise applying the concepts and to prepare for the practitioner exam.

The first 3 days cover the main syllabus and exam for the Foundation level. The 4th day includes additional focus on the application of the method using Practitioner-level tasks and preparing for the Practitioner exam. The Practitioner exam is taken on the 5th day in the morning. You can run either the full accredited certification course, or shorter bespoke options.

## Who should attend?

This certification is relevant for 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.

## Course benefits

### For individuals

This framework will help ensure high quality delivery of outcomes and benefits across the portfolio. You will have increased confidence to communicate and engage senior management and staff. Resource allocation will become more efficient and based on an informed portfolio view. You will be able to demonstrate that programmes and projects are being prioritised most effectively for the delivery of the organisation's goals.

### For organisations

Investment in projects and programmes can be made within the context of strategic goals. You will gain the confidence that underperforming projects and programmes, or those with benefits that are being generated elsewhere, can be identified and dealt with. By gaining an effective overview across the organisation, processes can be enhanced and overall coordination improved. Where resources are tight, they can be allocated to align with strategic priorities. Corporate governance can be improved, together with risk management and contingency planning.

## Training to meet your specific needs



### IN-COMPANY CLASSROOM

In-company training means we can reference your current processes, specific terminology and project management frameworks, throughout the course. This makes it easier for people to identify how best to apply the theory and concepts in the most effective and beneficial way. It also means your teams can work with 'live' project examples during course activities to develop useful outputs, making the programme even more relevant and effective. In-company training:

- Offers you the convenience of choosing when and where the training takes place
- Minimises travel and accommodation overheads and can be more cost-effective
- Allows your teams to work with their actual project examples, discuss their specific challenges and find solutions together
- We get to know your ways of working and methods, before the course begins
- Post-course support includes follow-ups to review progress

## Why choose ChangeQuest?

The course has been designed with you 'the learner' in mind and not the course syllabus to be covered. We specialise in using innovative learning techniques to suit different learning styles and create an environment which will challenge you whilst keeping it enjoyable and fun. Our focus is on your issues, making the course highly relevant and practical, so you get greater value for your investment.

We're highly trained in project management, change management, neuro linguistic programming (NLP) and facilitation skills, and share this rich mix of experience with you to help make your experience unique and inspirational. We don't just talk about theory, we 'walk the talk'. With over 20 years' business experience, we have repeatedly demonstrated how applying these tools and techniques can help achieve outstanding results.

Full support is provided, before, during and after the course, so that you get the best possible results from your ChangeQuest training.

## What others have said about the course

"Great trainer, very engaging, lovely relaxed atmosphere. Thoroughly enjoyed the course!"

**PROJECT MANAGER**

"Trainer was very helpful and easy to talk to and gain appropriate tips and knowledge for use in everyday work"

**ASSOCIATE PRODUCER**

"Everything was excellent"

**TECHNICAL PROJECT LEADER**

"The delivery of the course materials was excellent. Open discussions helped to consolidate ideas and theories. Great mix of experience and knowledge within the group which everyone was prepared to share – this is my favourite way of learning"

**BUSINESS ANALYST**

"The most enjoyable course I have done to date. Thank you so much"

**PROJECT CONSULTANT**

"The trainer was very good at explaining the material in relation to other approaches and kept your motivation throughout"

**PRODUCT OWNER**

"Thoroughly enjoyed the course, great group of people. The lectures and delivery were first class. I would highly recommend ChangeQuest."

**PROJECT MANAGER**

Contact us to discuss your specific requirements, and together we will find the solution that is perfectly suited to your needs.

Call on **+44 (0)1276 34480** or email **info@changequest.co.uk**