



ACCREDITED BY APMG-International

Foundation & Practitioner

Want to arrange this course for your organisation?

Call us on
+44 (0)1202 736373 or
email info@spoce.com
for more information

Also available:

3-day Foundation
1-day MoP Briefing

Also relevant:

**Portfolio, Programme
& Project Offices
(P3O®)**

**Management of Value
(MoV™)**

Implementation

SPOCE can work with your organisation to help implement the OGC methods. If you are looking to establish programme & project frameworks within your organisation and need assistance with guidance, tools and techniques, you can contact us on 01202 736373.

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 prioritized in terms of their contribution to the organization's strategic objectives and overall level of risk.
- Programmes and projects are managed consistently to ensure efficient and effective delivery.
- Benefits realization is maximized to provide the greatest return (in terms of strategic contribution and efficiency savings) from the investment made.

MoP™ is structured around five flexible principles within which the two cycles and the 12 portfolio management practices exist. While portfolio management will be more effective where robust programme and project management (PPM) exists, this is not a prerequisite for its successful implementation.

Who is the course designed for?

Any organisation or individual seeking to develop their skills in effective Portfolio Management. The course is suitable for senior managers and decision makers, practitioners involved with programme/project Management (PPM) and change management, staff working in programme and project support offices.

What are the 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 and managers working within portfolio management.
- Apply the MoP™ principles within an organisational context.

What is the course approach?

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of project management.

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

Delegates can choose to split the course into a 3-day Foundation and then return for a 2-day Practitioner workshop.

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Available to Individuals on public courses



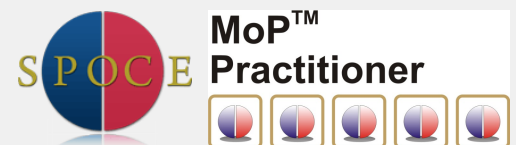
Available as a Client Event for groups



Exam is included during this course



Onsite accommodation is available



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Public venues:

**Bournemouth
London**

Pricing:

For a list of course prices
and offers, visit
www.spoce.com

SPOCE's courses are
competitively priced
and reflect the quality
of the course delivery,
our long standing
reputation, the
comprehensive
support materials and
our commitment to
customer support prior
to, during and after
the event.

What content does the course cover?

- **Introduction**

Introducing the purpose, scope and coverage of Management of Portfolios and setting the context in relation to the other elements of Best Practice (PRINCE2®, MSP®, MoR®, MoV™ etc.). 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 and 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 organizational 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 as Management of Portfolios 5 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.

What exams are taken on the course?

Foundation: 40 Mins, closed book exam, 50 multiple-choice questions, 50% pass-mark.

Practitioner: 3 hours, open book (MoP™ manual only) consisting of 4 scenario-based objective test (each consisting of 20 marks). The pass mark is 50% (40/80).

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