

Training: MoP®
MoP® Foundation

FORM OF TRAINING	MATERIALS	PRICE	DURATION
Traditional	Hardcopy	500 EUR	3 days
Traditional	Digital materials	500 EUR	3 days
Traditional	CTAB Tablet	600 EUR	3 days
Distance learning	Hardcopy	500 EUR	3 days
Distance learning	Digital materials	500 EUR	3 days
Distance learning	CTAB Tablet	600 EUR	3 days
ADDITIONAL OPTIONS			
Book		60 EUR	
Ebook		60 EUR	
Exam during the training		160 EUR	
Online exam at home		190 EUR	

LOCATIONS

Krakow - 5 Tatarska Street, II floor, hours: 9:00 am - 4:00 pm

Warsaw - 17 Bielska Street, hours: 9:00 am - 4:00 pm

TRAINING TERMS

2019-11-25 | 3 days | Warszawa

TRAINING GOALS:

Portfolio management is a coordinated collection of strategic processes and decisions that enable an effective balance of organizational change and business as usual. **Management of Portfolios (MoP®)** approaches change projects and programmes from a strategic viewpoint. It provides an overview of all change activities including what is in the portfolio, what it is costing, what risks are faced, what progress is being made, and what the impact is on business as usual and the organization's strategic objectives. The MoP qualification scheme has been developed to offer two levels of qualification, **Foundation** and **Practitioner**. The purpose of the **Foundation certification** is to confirm you have sufficient knowledge and understanding to work as an informed member of a Portfolio Office or in a range of portfolio management roles. The Foundation level is also a pre-requisite for the **Practitioner certification**.

At the end of this course, you will be able to understand 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.

The course comprises a mixture of input sessions, group exercises and examination based practical work. All delegates are encouraged to actively participate during the practical sessions to gain the full benefit during the training. During the course, delegates will undertake a number of mock examinations and gain feedback on the progress towards eventual success. To prepare effectively for the **MoP® Foundation exam**, delegates should be prepared to undertake revision and exam preparation work in the evenings.

CONSPECT:

- Introduction to Portfolio Management
- The Portfolio Management Model,
 - Cost effectiveness,
 - Objectives and Benefits
- Implement, Sustain and Measure
 - Seven steps to implementation
 - Key factors in sustaining progress
 - Maturity assessments
 - Performance metrics
- Strategic and organizational context
 - Business as Usual (BAU)
 - Strategic Planning
 - Budgeting and resource allocation
 - Programme and Project management
 - Performance Management
 - Corporate Governance

- Portfolio management Principles
 - Senior Management Commitment
 - Governance Alignment
 - Strategy Alignment
 - Portfolio Office
 - Energized change culture
- The Portfolio definition practices
 - Understand
 - Categorize
 - Prioritize
 - Balance
 - Plan
- The Portfolio delivery practices
 - Management Control
 - Benefits Management
 - Financial Management
 - Risk Management
 - Stakeholder Management
 - Organizational Governance
 - Resource Management
- Roles and Documentation
 - Portfolio Group and Investment committee
 - Portfolio Progress group and Change Delivery committee
 - Business Change Director and Portfolio Director
 - Portfolio Manager
 - Portfolio Benefits Manager
 - Portfolio Management Framework
 - Portfolio Strategy
 - Portfolio Delivery Plan
 - Portfolio Benefits Management Framework
 - Portfolio Benefits Realization Plan
 - Portfolio Financial Plan Portfolio Resource Schedule Portfolio stakeholder engagement and communication plan Portfolio dashboard

REQUIREMENTS:

A **PRINCE2 Foundation certificate** is recommended.

Difficulty level



CERTIFICATE:

About Exam: The **Foundation exam** is 40 minute closed book with 50 multiple-choice questions. The pass score is 50% (25 out of 50 questions). The exam is paper based or online.

TRAINER:

Authorized MoP® Trainer.

ADDITIONAL INFORMATION:

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