

# Managing Benefits™

## Course Outline

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### Target Audience

Those working in programmes and projects with a role in ensuring best use of funds by maximizing the benefits realized from these change initiatives

### Summary

The Managing Benefits qualification aims to provide managers and practitioners from multiple disciplines, working in a variety of organizations, with generally applicable guidance encompassing benefits management principles, practices and techniques.

Managing Benefits provides an overview of benefits management - what it is, the case for doing it, and some common misconceptions that can limit its effectiveness in practice.

Managing Benefits has been carefully designed to complement existing Best Practice in portfolio, programme and project management such as PRINCE2®, MSP®, P3O® & MoP®. It consolidates existing guidance on benefits management into one place, while expanding on the specific practices and techniques aimed at optimizing benefits realization

### Length of Course

The Managing Benefits course comprises:

Foundation Qualification – 3 days

Practitioner Qualification – 2 days

Delegates have the option to attend the courses separately or combine the two courses over 5 days and sit both exams.

### Pre-Requisites

The Foundation exam is a prerequisite for the Practitioner. There are no pre-requisites for the Foundation course; however, delegates should have an understanding of project management.

### Timings

The course will begin at 09.00 and end at 17.00.

There will be a lunch break and further short breaks in the morning and afternoon.

**Training Courses can be delivered both In-House and on our Open Schedule.**

### Learning Approach

The courses are created to enable participants to grasp the essentials of AgilePM and to develop their capability to provide the basis for examination success. Discussion and sharing of practical insights are very much encouraged, particularly where these might positively impact examination success or other course objectives.

### Course Content

This five-day course is designed to maximise examination success, whilst developing participants understanding of the method. It considers the following topic areas:

- ❖ Descriptions of the seven principles upon which successful approaches to benefits management are built
- ❖ Guidance on how to apply benefits management at a portfolio level, as well as at an individual project or programme level.
- ❖ Details of the five practices in the Benefits Management Cycle
- ❖ Advice on how to get started in implementing effective benefits management practices and sustain progress.
- ❖ Benefits are the rationale for the investment of taxpayers' and shareholders' funds in change initiatives.
- ❖ Explain how to assess programme management capability

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### Foundation Level

Includes:

- ❖ Definitions, scope and objectives , barriers to effective practice, and key success characteristics
- ❖ Principles for successful approaches
- ❖ Five practices in the Benefits Management Cycle and techniques
- ❖ Scope of key roles and responsibilities
- ❖ Approaches to implementation

### Foundation Exam

- ❖ 40 minute, closed book exam set by the APMG with 50 multiple choice questions.
- ❖ 50% pass mark (25 correct answers out of the 50 questions)
- ❖ The exam papers are marked the same day by the trainer.

### Practitioner Level

Candidates should be able to:

- ❖ Plan implementation, select appropriate strategies to sustain and measure progress
- ❖ Select and adapt principles, practices and techniques to suit different organizational environments
- ❖ Identify activities for each of the practices of the Benefits Management Cycle together with the role accountabilities and responsibilities
- ❖ Evaluate examples of benefits management information
- ❖ Analyse the solutions adopted in relation to a given scenario

### Practitioner Exam

- ❖ 2 ½ hours, objective testing, open book exam set by the APMG
- ❖ 8 questions per paper with 10 marks available per question
- ❖ 40 marks or more required to pass (out of 80 available) - 50%

### Preparation & Homework

All delegates will receive the following:

- ❖ The Managing Benefits Manual
- Delegates should:
- ❖ Allow at least 15-20 hours to prepare for the course
  - ❖ Expect about 2 hours of homework every evening

### Continuing Professional Development

APMG requires all Registered Practitioners to keep their skills up to date, by taking and passing a Re-Registration Exam every five years.

### Data Protection

Submission of the Exam Booking Form expressly provides permission for Novare Consulting to supply relevant details about your examination, including results, to employers/other interested parties where applicable.

### Evidence of Identity

When attending the exam, delegates must present an official form of photographic identification. Delegates will not be eligible to sit the exam without this identification

Contact the Novare Consulting Training Team with any Questions

E: [training@novareconsulting.com](mailto:training@novareconsulting.com)

T: 0161 926 1840