

# MoP Course Outline

## Target Audience

Portfolio & Programme Managers, Business Change Managers, Programme Office Heads

## Summary

The Management of Portfolios (MoP<sup>™</sup>) 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

MoP<sup>™</sup> is based on Office of Government Commerce (OGC) best practice and is aligned to PRINCE2<sup>®</sup>, MSP<sup>®</sup> and P3O<sup>®</sup>.

## Length of Course

The MoP course comprises:

MoP Foundation Qualification – 3 days

MoP 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.

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

## Learning Approach

The Courses are a mixture of input sessions and examination-based practical work, with feedback from the Tutor

Activities include:

- ❖ Buzz Groups
- ❖ Case Study and Exercises
- ❖ Practice examinations

## MoP

MoP is structured around 5 flexible principles within which the Portfolio Definition, Portfolio Delivery cycles and 12 portfolio management practices exist.

The course teaches the techniques to support the collation, analysis and prioritisation of multiple projects, programmes and change initiatives including:

- ❖ Risk Potential Assessment
- ❖ Delivery Confidence matrix
- ❖ Duration, Performance Integrity, Commitment to change, Additional Effort – DICE
- ❖ Analytical Hierarchy Process

Portfolio Management is most effective in organisations that have already implemented Programme and Project Management. However, this is not a pre-requisite for successful implementation

## MoP Foundation Objectives

- ❖ Understand management of portfolio structure, definitions, practices, processes, documentation
- ❖ Understand when to apply MoP
- ❖ Understand the roles and responsibilities required by MoP

## MoP Practitioner Objectives

- ❖ Explain how MoP can contribute to successful business change
- ❖ Demonstrate how business change affects the development and definition of a portfolio
- ❖ For a given scenario explain the justification and benefits of using MoP
- ❖ Explain how to tune MoP for a given scenario
- ❖ Explain how to apply MoP to situations where project & programme activity needs to be managed as a portfolio and not as individual initiatives

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## Continuing Professional Development

APMG requires all Registered MoP 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***

## MoP 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. Unsuccessful delegates will be able to re-sit the exam on the same day

## MoP Practitioner Exam

- ❖ 3 hour exam, set by the APMG
- ❖ Candidates may refer to their annotated copy of the official MoP manual
- ❖ 4 Objective Testing multiple choice questions worth 20 marks each. 50% pass mark (40 marks out of 80)
- ❖ The exam papers are marked by APMG who set the exam. Results are sent to delegates 5-6 weeks after the exam

## Preparation & Homework

All delegates will receive the following:

- ❖ The manual “Management of Portfolios”

Delegates should:

- ❖ Allow at least 8-10 hours to prepare for the course
- ❖ Expect about 2 hours of homework every evening

## MoP Delegate Preparation

The Manual “Management of Portfolios” (3 - 5 hours)		
Chapter	Topic	Page(s)
1	Introduction	3 – 7
2	What is Portfolio Management	7 - 16
3	The Strategic & Organizational Context	17 - 24
4	Portfolio Management Principles	25 - 42