



# APMG International Managing Benefits™ Foundation

## Introduction

The purpose of the APMG International Managing Benefits™ guidance and certification scheme is 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” has been carefully designed to complement existing Best Practice in portfolio, programme and project management such as PRINCE2®, MSP® & MoP®.

This three-day course provides participants with a thorough understanding of the Managing Benefits approach, providing the skills needed to confidently manage benefits realisation in line with strategic aims of a business and its day to day running. It includes sitting the MB Foundation Examination.

## Target Audience

The target audience includes all those with a role in ensuring best use of funds by maximizing the benefits realized from change initiatives. This multi-disciplinary group includes:

- Change leaders (e.g. senior responsible owners )
- Change initiators (e.g. strategic planners and policy leads)
- Change appraisers and evaluators
- Change implementers (e.g. programme managers)
- Change support staff (e.g. project office staff)

## Course Benefits for Individuals

- Enhanced professional competence through benefits management practices and techniques.
- Ability to implement methods, including knowledge of management accountancy and behavioural finance.
- Understanding of the principles upon which successful approaches to benefits management are built and applied.
- Adept at forecasting realistic benefits to produce business cases which address business issues and objectives.

## Course Benefits for Organizations

- Realize benefits to improve prospects in terms of investors, clients, revenue and efficiency levels.
- Ability to demonstrate more efficient and effective practices through better use of available resources.
- Improved return on investment from change initiatives
- Enhanced confidence on the part of regulators and funding agencies.
- Have an organization-wide understanding of the benefits a project or programme will produce and be able to measure when they are realized

**Public Event:** Price on application

**In-House Event:** Price on application



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*MSP®, MoP®, PRINCE2® and P3M3® are [registered] trade marks of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

## About Aspire Europe

We are a company with roots entrenched in change programme management and performance improvement and have been at the forefront of leadership for 10 years, providing the lead authors for the 2007 and 2011 Managing Successful Programmes and the P3M3® Maturity Model for 2008 and 2013.

We see benefits management as critical to the success of change in organisations and have provided consultants to perform this activity in the past. We look at the tools and techniques that will be helpful day-to-day and identify areas where further development will help. In addition we will explore the different benefits management skills that will be required to maintain a benefits focus in a change programme.

The course is a key component of any professional development for a Portfolio, Project or Programme Manager, Business Change Manager or member of a change team.

**Duration:** Course is 3 days face to face, with some advisory pre-reading and exercises provided.

**Pre-Requisites:** None required.

**Public Courses:** Public courses are based around a case study.

**In-House Courses:** Can be tailored around a current or planned Change Programme.

For more details please contact us

**01275 848099**

Email: [theacademyteam@aspireeurope.com](mailto:theacademyteam@aspireeurope.com)

Web: [www.aspireacademy.tv](http://www.aspireacademy.tv)



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## Course Outline

Module	Content
<b>Managing Benefits Overview</b>	<ul style="list-style-type: none"> <li>• Definitions, scope and objectives of benefits management.</li> <li>• The Foundation Exam format and structure</li> <li>• The nine themes of effective Benefits Management</li> <li>• Barriers to effective benefits management practice,</li> </ul>
<b>Managing Benefits Principles</b>	<ul style="list-style-type: none"> <li>• The names and key elements of the seven Benefits Management Principles</li> </ul>
<b>Identifying and Quantifying Benefits</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of the identify practice.</li> <li>• Benefits and their relation to strategic drivers and investment objectives</li> <li>• Benefits Mapping and Customer insight</li> <li>• Quantifying and forecasting benefits</li> </ul>
<b>Valuing and Appraising Benefits</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of the Value and Appraise Practice</li> <li>• Cost Benefit analysis</li> <li>• Real options analysis</li> <li>• Cost effectiveness analysis</li> <li>• Multi-criteria analysis</li> </ul>
<b>Planning Benefits Realisation</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of the Plan Practice</li> <li>• Validating and Prioritising.</li> <li>• Pre- transition activities</li> <li>• Risk management and Stakeholder Engagement</li> <li>• Benefits Documentation, and Roles and Responsibilities</li> </ul>
<b>Realising Benefits</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of the Realise Practice</li> <li>• Transition management and achieving behavioural change</li> <li>• Tracking and Reporting Benefits Realisation</li> </ul>
<b>Review Benefits Realisation</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of the Review Practice</li> <li>• Start Gates and Pre-mortems</li> <li>• In flight reviews</li> <li>• Post implementation and Post Investment reviews</li> </ul>
<b>Portfolio Based Application of Benefits Management</b>	<ul style="list-style-type: none"> <li>• The objectives and scope of portfolio based benefits management</li> <li>• The six main elements of Portfolio based application</li> <li>• Benefits Documentation, and roles and responsibilities at portfolio level.</li> </ul>
<b>Implementing, sustaining and measuring Benefits</b>	<ul style="list-style-type: none"> <li>• The three broad approaches to implementing benefits management.</li> <li>• When each approach to implementation is most relevant and the advantages of planned approaches to implementation,</li> <li>• The first ten steps in implementing benefits management.</li> <li>• The factors to consider in sustaining progress.</li> </ul>