



# MANAGEMENT OF PORTFOLIOS FOUNDATION & PRACTITIONER COURSE

## Introduction

Portfolio management is defined as a coordinated collection of strategic processes and decisions that together enable the most effective balance of organizational change and business as usual. Management of Portfolios (MoP®) approaches the management of 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.

This is the 5 day approach to gaining the Practitioner qualification. It is an intense course that will require delegates to prepare thoroughly and be prepared for evening work throughout the course. The course includes the Foundation & Practitioners examinations.

## Target Audience

This course is ideal for any staff involved in Portfolio management roles and wish to gain an understanding of best practice, as well as a qualification, for example:

- Portfolio sponsors, owners and company directors
- Portfolio managers and Portfolio directors
- Portfolio office managers and support staff
- Programme and Project Sponsors
- Programme Managers
- Business Change Managers
- Operational managers involved in portfolios and programmes

## Course Benefits attendance for individuals

- Highest level qualification
- Application of MoP® common vocabulary.
- Increased confidence in real world application.
- Thorough knowledge of the MoP® methodology at theory and application level.
- Ability to apply MoP® to scenarios and real world situations.
- Ability to explain the benefits
- Potential to continue on to Practitioner/Advanced level.

## Course Benefits attendance for the organisation

Include achieving competence in your managers should deliver:

- More of the 'right' programmes and projects being undertaken in terms of greater financial benefits and measurable contribution to strategic objectives, removal of redundant and duplicate programmes and projects.
- More effective implementation of programmes and projects via management of the project development pipeline, dependencies and constraints; and redirecting resources when programmes and projects do not deliver or are no longer making a sufficient strategic contribution, thus more efficient resource utilization.



TRAINING ORGANIZATION ACCREDITED BY



MoP® is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

## About Aspire Europe

The case for using Aspire Europe is compelling; we are an Accredited Training organisation by [APM](#), C4CM and The APM Group and an AXELOS Limited accredited consulting partner. Our trainers include mainly practicing consultants in Portfolio, Programme and Project Management and Risk Management who have achieved Registered Consultant status.

The 5 day course is intense, and for individuals coming from a project or operations background the sheer volume of information that has to be processed to achieve Foundation and then Practitioner level can be challenging. Preparation is the key to success, which is why we provide a full pre-course programme to help you arrive on the first day fully prepared.

**Duration:** 5 days

**Pre-Requisites:** Previous experience of a portfolio, programme or project management environment and completion of the pre-course workbook and reading.

**Public Event:** Public courses are based around the case study scenario that is used for the Practitioner examination.

**In-House Event:** Can be tailored around a current programme or planned programme to help with planning or transition

**Public Event:** Price on application

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

For more details please contact us

**01275 848099**

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

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



# MANAGEMENT OF PORTFOLIOS FOUNDATION & PRACTITIONER COURSE

## Course Outline

Module	Content
<b>Introduction</b>	An Introduction to Portfolio Management, the MoP Examinations, the MoP Manual, and an Overview of MoP
<b>Implement, Sustain and Measure</b>	This session covers: <ul style="list-style-type: none"><li>• Approaches to implementing MoP</li><li>• Benefits of Portfolio Management</li><li>• Assessing MoP Maturity</li></ul>
<b>The Strategic and Organisational Context</b>	This session covers: <ul style="list-style-type: none"><li>• The Six Key Functions</li><li>• Portfolio Management and Business as Usual</li><li>• Programmes and Projects</li><li>• Performance Management</li><li>• Corporate Governance</li></ul>
<b>Portfolio Management Principles</b>	This session covers: <ul style="list-style-type: none"><li>• Senior Management Commitment</li><li>• Governance Alignment</li><li>• Strategy Alignment</li><li>• Portfolio Office</li><li>• Sources of Energy</li></ul>
<b>The Portfolio Definition Cycle</b>	This session covers: <ul style="list-style-type: none"><li>• Understand</li><li>• Categorise</li><li>• Prioritise</li><li>• Balance</li><li>• Plan</li></ul>
<b>The Portfolio Delivery Cycle</b>	This session covers: <ul style="list-style-type: none"><li>• Management Control</li><li>• Benefits Management</li><li>• Financial Management</li><li>• Risk Management</li><li>• Stakeholder Engagement</li><li>• Organisational Governance</li><li>• Resource Management</li></ul>
<b>Portfolio Management</b>	This session covers: <ul style="list-style-type: none"><li>• Roles and Responsibilities</li><li>• Portfolio Level Documentation</li></ul>
<b>FOUNDATION &amp; PRACTITIONER EXAMINATIONS</b>	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for the examination. We provide sample papers and worked exercises using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.