

## Management of Portfolios (MoP)<sup>®</sup> Foundation & Practitioner Course



### What is MoP?

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MoP is a structured guidance including principles and practices that will assist organisations to establish or re-energize portfolio management approaches within their organization (large or small). The guidance provides an overview of portfolio management, descriptions of the principles and processes that underpin portfolio management and examples to demonstrate the practical application of the theory.

MoP is used by organisations around the world and is recognised and used in the private sector both in Australia and internationally. MoP is based on the experience of experts in MoP from both public and private sectors to ensure the guidance provides a best practice approach and includes the latest innovative approaches.

### Course Overview

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The Management of Portfolios course was designed for individuals who are interested in studying the MoP guidance in a classroom environment under the guidance of an experienced facilitator. There are 2 levels to the MoP certification program: Foundation and Practitioner. The Foundation level is conducted over 3 days while the Practitioner course runs for an additional 2 days (5 days in total for Foundation & Practitioner).

### Course Outcome

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The MoP course provides students with indepth knowledge and understanding on the practical application of the MoP guidance. Upon completion of the Foundation level students should be comfortable working as part of a team delivering programmes and projects and organisational strategy from inception to delivery. Students who complete the Practitioner level should be comfortable taking the lead on the use of the guidance within their organisation. Students will receive either a certificate in MoP at the Foundation level or MoP Practitioner certificate depending on the course selected.

### Who should attend?

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This course is suitable for:

- Project and Programme Managers
- Portfolio/Programme and Project Office Managers
- PMO staff
- Project support staff
- Senior Managers overseeing portfolios/programmes
- Members of management boards
- Plus anyone interested in effective management of change initiatives

### Entry Requirements

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This is an open course with no pre-requisite qualifications. Any experience in project or programme environments would be beneficial.



## Course Content

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The course is based on the Management of Portfolios manual. The course covers the Principles and cycles of portfolio management along with how to tailor the guidance.

Participants will work through the manual from understanding the need for a MoP model through to establishing and operating the model. During this journey they will consider all key aspects of the MoP guidance including:

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|------------------------------------------------------|--------------------------------------------------|
| 1. <b>MoP introduction</b>                           | 7. <b>Portfolio definition cycle</b>             |
| 2. <b>What is Portfolio management</b>               | 8. <b>Portfolio delivery cycle MoP lifecycle</b> |
| 3. <b>The strategic &amp; organizational context</b> | 9. <b>Role descriptions</b>                      |
| 4. <b>Portfolio management principles</b>            | 10. <b>Portfolio level documentation</b>         |
| 5. <b>Portfolio management cycles</b>                |                                                  |

## Assessment

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To achieve the MoP qualifications, participants will need to successfully complete the relevant exams.

1. **MoP Foundation Exam: this is a 40 minute multiple choice exam (taken on the 3rd day)**
2. **MoP Practitioner Exam: this is a 3 hour Objective Test Exam (taken on the 5th day)**

Participants must pass the Foundation exam before proceeding to the Practitioner exam

## Course fee includes

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- Instructor led learning
- MoP manual
- Foundation exam fee
- Practitioner exam fee (for those students undertaking the full Foundation and Practitioner course)
- Blue Maple study materials
- Sample exam papers