

MANAGEMENT OF PORTFOLIOS (MOP®) FOUNDATION CERTIFICATION (3 DAYS)

Management of Portfolios complements existing Best Practice in portfolio, programme and project management

Who Should Attend

- Senior managers responsible for planning and strategy in portfolio management roles encompassing investment decision making and benefits realization.
- Change directors involved in the selection and delivery of business change initiatives.
- C-level executives (CFO, COO, VP, etc.).
- Staff who manage portfolio delivery.
- Business case writers and investment appraisers.

How You Will Benefit

Successful application of MoP guidance ensures that:

- Programmes and projects undertaken are prioritized in terms of their contribution to strategic objectives and overall level of risk.
- Programmes and projects are managed consistently to ensure efficient and effective delivery.
- Benefits realization is maximized to provide the greatest return (in terms of strategic contribution and efficiency savings).

How Organizations Benefit

Organizations benefit from the application of MoP through the:

- Realization of benefits related to improving prospects, clients, revenues and efficiency levels regardless of the type of organization.
- Ability to demonstrate more efficient and effective practices through better use of available resources.
- Ability to retain motivated and skilled change management staff and to attract investors.

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- Improved return on investment from change initiatives as more benefits are realized and sustained for longer.
- Organization-wide understanding of the benefits a project or programme will produce and the ability to measure the benefits.

MANAGEMENT OF PORTFOLIOS FOUNDATION (3 DAYS)

The Foundation certification confirms you have sufficient knowledge and understanding to work as an informed member of a Portfolio Office or in a range of portfolio management roles. The Foundation level is also a pre-requisite for the Practitioner certification.

Workshop Description

Day 1

Overview of Portfolio Management

- Background and definitions
- The Portfolio Management Model
- Benefits of the Portfolio Management Model
- Misconceptions of Portfolio Management

Relationship between Portfolio Management and Corporate Functions

- Business as usual (BAU)
- Strategic and business planning
- Budgeting and resource allocation
- Programme and project management
- Performance management
- Corporate governance

Day 2

Principles of Portfolio Management

- The five principles upon which Portfolio Management is based.

Portfolio Management Cycles

- Implementing and sustaining Portfolio Management
- Using organizational energy
- Portfolio definition cycle
- Portfolio delivery cycle

Portfolio Management Keys to Success

- Results of a well-functioning portfolio delivery cycle and techniques used
- Practices and dependency management

Day 3

- Getting started in Management of Portfolios
- The Foundation Exam

Pre-course Requirements

Expect to undertake a significant period of self-study using materials provided before the course begins which includes pre-course readings and selected readings from the text "Management of Portfolios." In addition, there will be evening work throughout the course.

PRINCE2® certification is recommended.

The Foundation Exam

- Multiple choice; closed book
- 50 questions per paper
- 25 marks required to pass (out of 50 available) - 50%
- 40 minutes duration

The Management of Portfolios Foundation qualification is permanent.

Photographic identification must be presented to write the exam. Please bring a driver's license, passport or work identification.

What You Will Learn

This course conforms to the syllabus set down by AXELOS Limited for those wishing to gain Management of Portfolios certification.

How to Register

The Management of Portfolios Foundation course may be taken on its own however the Management of Portfolios Practitioner may only be taken upon successful completion of the Foundation course.

To register, call **(613) 727-7729** or email **training@algonquincollege.com**

Time: 8:30 a.m. to 4:30 p.m. each day.

Location: Algonquin College Learning Centre, 700 Sussex Drive, 2nd Floor, Ottawa ON K1N 1K4

Check-in, coffee and muffins start at 8:00 a.m. Afternoon refreshment provided.

Group size is limited to 20.

Algonquin College is a Project Management Institute (PMI)® Registered Education Provider (R.E.P.)

Algonquin College has been approved by PMI to issue Professional Development Units (PDUs) for this course.

The Foundation course is eligible for 21 Project Management Institute (PMI)® Professional Development Units (PDUs).

Activity#: MGT5032 Claim Code: 3131RBEJB0

The Practitioner course is eligible for 14 Project Management Institute (PMI)® Professional Development Units (PDUs).

Activity#: MGT5033 Claim Code: 3131JKETMN

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Take² Re-sit Exam Service

Take² Re-sit Exam Service is now included with your Foundation course. That means if you are unsuccessful in passing the Foundation exam, you can re-sit your exam 24/7* within 6 months of your initial exam date.

You will be notified by e-mail that a re-sit exam is available and you will be invited to schedule it and take it exclusively through PeopleCert Online Proctoring from the comfort of your home or office (webcam required).

If you are unsuccessful in passing the Foundation exam in class, you will be able to reschedule a new date for taking the Practitioner course after your successful completion of the Foundation Take² exam.

Take² Re-sit Exam Service for Practitioner is available for purchase through PeopleCert. **Take² Re-sit Exam Service** for Practitioner must be purchased prior to sitting the initial exam. This means that if you are unsuccessful in the Practitioner exam, you can re-sit your exam 24/7* within 6 months of your initial exam date.

You will be notified by e-mail that a re-sit exam is available and you will be invited to schedule it and take it exclusively through PeopleCert Online Proctoring from the comfort of your home or office (webcam required).

* Some holiday exceptions may apply.