



ACCREDITED TRAINING ORGANIZATION

PeopleCert ON BEHALF OF AXELOS

# Management of Portfolios (MoP<sup>®</sup>)

## Foundation to Practitioner



# Overview

To be successful, organisations must evolve, and this means improving how they run their business on a daily basis (business as usual) and adapting to emerging demands and expectations. Portfolio Management helps organisations make decisions about implementing the right changes to business as usual. These changes are then delivered via projects and programmes.

This Management of Portfolios (MoP®) course 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 organisation's strategic objectives. It also prepares candidates for the MoP Foundation and Practitioner certification.

The benefits of MoP for organisations include:

- » Improved strategic contribution – more of the 'right' projects are undertaken
- » Removal of redundant, duplicate and low value adding projects and programmes
- » More effective implementation of projects and programmes via management of constraints, risks and dependencies
- » More efficient utilisation of scarce resources including skilled project/programme managers
- » Improved accountability and corporate governance





# Key Topics

The MoP courses explore the following content, with the Foundation level focusing on the theory and the Practitioner considering the application of the method to a given scenario:

- » Understand the purpose and context of MoP
- » Implement, sustain and measure portfolio management
- » Explain the strategic and organisational context
- » Identify the principles of portfolio management
- » Describe the Portfolio Definition and Delivery Cycles
- » Recognise the vital roles and responsibilities in portfolio management
- » Identify essential documentation
- » Review of all examination syllabus areas
- » Practice exam questions

MoP Practitioner preparation includes a comprehensive review of the above topics. Review will take the form of discussion groups, revision questions and completion of sample exam questions.



**All content is covered in Foundation.** Practitioner focuses on preparing participants for the Practitioner exam and so does not introduce new content.

# MoP Foundation

## Objectives

The Foundation course provides an understanding of:

- » The Portfolio Management cycles, practices and techniques and the organisational context within which they operate
- » Effective approaches to investment identification, categorisation, prioritisation and selection
- » How project and programme success can be enhanced by adopting a Portfolio perspective to delivery

The Foundation course also provides the participant with an opportunity to:

- » Demonstrate sufficient knowledge and understanding to work as an informed member of a Portfolio Office or in a range of Portfolio Management roles
- » Consolidate learnings through practical activities and practice exam questions

## Duration

CLASSROOM  
/VIRTUAL

3 days

## Exam and Certification

The Foundation course includes the MoP Foundation online exam which consists of:

- » 50 multiple choice questions
- » 50% pass mark (25/50)
- » 40 minutes duration
- » Closed book

# MoP Practitioner

## Objectives

The Practitioner course prepares participants to undertake and pass the MoP Practitioner Exam. The Practitioner level qualification aims to measure whether the candidate has sufficient knowledge and understanding of the MoP to apply and tailor the MoP guidance and to analyse portfolio data, documentation and roles in relation to a scenario situation.

Please note that the Practitioner course is an exam preparation course and focuses on the application of the Management of Portfolios to prepare candidates for the Practitioner examination.



**All content is covered in Foundation.** Practitioner focuses on preparing participants for the Practitioner exam and so does not introduce new content.

**Your certification will need to be renewed within three years of its original certification date.** Please refer to PeopleCert for more information.

## Duration

CLASSROOM  
/VIRTUAL

2 days

## Exam and Certification

The Practitioner course includes the MoP Practitioner online exam which consists of:

- » 4 questions
- » 50% pass mark (40/80)
- » 3 hours duration
- » Objective test paper based on a scenario
- » Open book (Management of Portfolios guide only)



# Course Delivery

As part of PM-Partners' new integrated learning solution, this course offers students the option to attend our bespoke classroom in person or virtually by dialling in from a remote location. Trainers are skilled at both delivery methods and use the latest in virtual technology to simultaneously provide participants with the same interactive, multi-faceted and challenging learning experience. Whichever delivery mode learners choose, comprehension and recall techniques will be used to provide them with a solid understanding of MoP.

For group bookings, courses can be customised to suit your requirements and conducted onsite at your premises, at our training centre, or virtually.

**Virtual training:** You can learn more about our virtual delivery [here](#).

**Materials:** A comprehensive participant workbook and a course eBook are provided for both courses. A course hard copy is available for purchase at an additional cost.

## Sitting your exam

One day before the course starts you will receive an email directly from PeopleCert. This includes a voucher code which provides access to course materials and the PeopleCert exam scheduling platform. You have 6 months to schedule and sit your exam online. Please check the requirements [here](#) when making your booking.

Your certification will need to be renewed within three years of its original certification date. Please refer to PeopleCert for more information.

## Take<sup>2</sup> Re-sit exam option

PeopleCert provide you with the opportunity to sit your exam knowing that if the outcome is not what you expected, you could have another attempt, at a fraction of the exam price.

[Learn more about Take<sup>2</sup> option.](#)



### PeopleCert Membership is available to everyone!

All you need is a PeopleCert account to join as an Essential member and gain access to a variety of resources - for free.

Upgrade to the annual Plus plan to unlock a full suite of expert resources, showcase your skills with Digital Badges and keep your certifications up to date by collecting Continuous Professional Development points.



PeopleCert administers the MoP examination scheme. PM-Partners is an accredited partner of PeopleCert (Partner ID: 3800).



# Who is this course for?

- » Members of Management Boards and Directors of Change
- » Programme and Project Sponsors
- » Portfolio, Programme, Project, Business Change, Benefits Managers, Business Case Writers, Project appraisers and those in other functions/departments with a role in delivering strategic objectives.
- » Anyone with an interest, and/or role, in delivering programmes and projects, and organisational strategy from inception to delivery and wanting to gain the Foundation level certification.

## Participants should:

### Foundation

Be experienced practitioners working in a project environment and have a solid understanding of project management and programme management practices.

### Practitioner

Have obtained a pass in the MoP Foundation exam.

## Professional Development Units (PDUs)

Participants who have been awarded the Project Management Professional (PMP) credential by the Project Management Institute (PMI) are eligible to earn PDUs for their participation in these courses as follows:

### Foundation

**Classroom/Virtual (3 days): 21 PDUs** (14 Ways of Working, 4 Business Acumen and 3 Power Skills).

### Practitioner

**Classroom/virtual (2 days): 14 PDUs** (10 Ways of Working, 2 Business Acumen and 2 Power Skills).

## CPDs

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn CPDs as follows: **Foundation: Classroom/Virtual (3 days): 20 CPDs** for each of these short courses. **Practitioner: Classroom/virtual (2 days): 20 CPDs.**

# Why learn with PM-Partners?

## Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

## Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

## Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

## Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in AXELOS' best practice portfolio, such as ITIL®, PRINCE2®, PRINCE2 Agile®, MSP®, MoP®, P3O® and P3M3®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits, Facilitation and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.



**Mike Boutel**  
Head of Training



**Nektia Vamvoukakis**  
Corporate Training  
Consultant



**Jourdan Clark**  
Professional Development  
Manager

ITIL® / PRINCE2® / PRINCE2 Agile® / MSP® / MoP® / P3O® / P3M3® are registered trademarks of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved. AgilePM® / AgilePgM® / AgileBA® are registered trademarks of Agile Business Consortium Limited. All rights reserved. APMG International Change Management, APMG International Facilitation and APMG International Lean Six Sigma are trademarks of The APM Group Limited. All rights reserved. All rights reserved. Scaled Agile Framework® and SAFe® are registered trademarks of Scaled Agile, Inc. IIBA® is a registered trademark owned by International Institute of Business Analysis.



## Leading the way in training delivery

Our training facilities are equipped with the latest and most innovative technology to bring you the best learning experience.



CLASSROOM



VIRTUAL



ONLINE

## Shop online with confidence



SECURE CHECKOUT  
SATISFACTION GUARANTEED



CREDIT CARD

Amex, Visa, Mastercard



INVOICE



PURCHASE ORDER



BANK TRANSFER

\*Please note: payment is due 14 days before course start date.

### Buy now, pay later with interest-free terms

Pay just 50% of your course fee now and pay the other 50% 14 days before your course starts. Select invoice on checkout and one of our consultants will call you to arrange your payment plan.



## Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.



**//** PM-Partners have  
been leaders in training and  
professional certification for  
over 20 years.

Our trainers are highly  
qualified practitioners in their  
chosen fields. **//**

**SYDNEY OFFICE**

Level 5  
45 Clarence Street  
Sydney NSW 2000  
Phone: 1300 70 13 14

**MELBOURNE TRAINING CENTRE**

Karstens  
Level 9, 123 Queens Street  
Melbourne VIC 3000  
Phone: 1300 70 13 14

**MELBOURNE OFFICE**

Level 21  
459 Collins Street  
Melbourne VIC 3000  
Phone: 1300 70 13 14

**CANBERRA OFFICE**

Level 4 & 5  
15 Moore Street  
Canberra City ACT 2601  
Phone: 1300 70 13 14

**BRISBANE OFFICE**

Level 24  
215 Adelaide St  
Brisbane QLD 4000  
Phone: 1300 70 13 14

**SINGAPORE OFFICE**

20 Bendemeer Road #03-12  
Singapore 339914  
Phone: +65 6818 5771

[info@pm-partners.com.au](mailto:info@pm-partners.com.au) | [www.pm-partners.com.au](http://www.pm-partners.com.au)

Share this course:



FACEBOOK



LINKEDIN

**pm-**  
**partners**