

MoP® Foundation (Management of Portfolio) – accredited training with exam

Management of Portfolio Foundation course shows good management practices of company's Investment Portfolio Management, and also prepares for successful management of endeavors in terms of strategic goals. The course teaches how to identify portfolio's content, dependencies between initiatives and widely understood surroundings of project environment. What's more, based on principles there are shown methods of portfolio management during business changes pursuit, taking into account the specifics of particular organization.



Training recipients

MoP® Foundation (Management of Portfolio)

The course is aimed at: people responsible for managing portfolio of organization's business changes which assess the justification of company's investments, as well as all of those who participate in monitoring programmes and projects.



Benefits

Participation in the course will contribute to developing competencies of management staff, which is going to strengthen successful execution of organization's business changes within the categories of time, quality, budget and benefits gained. Moreover, it is expected to improve engagement and communication between senior managers and employees. Apart from that an ability to prioritize company's programmes and projects within categories of their contribution to strategic goals of

organization will allow to pursue its mission more effectively with acceptable risk.



Training program

1. Introduction to MoP
 - Basic definitions (portfolio, programme, project, common business activity)
 - Portfolio management model (context, management cycles' principles)
 - Benefits from portfolio management
 - Strategic and organizational context
2. MoP principles
 - Senior management's involvement
 - Adjusting the structure of organizational governance
 - Relation to strategy
 - Portfolio Office
 - Activating the change culture
3. Introduction to portfolio management cycles
 - Implementation methods (big bang, evolution, ad-hoc)
 - Organizational energy
 - Sources of organizational energy
4. Portfolio definition cycle
 - The aim of practices
 - Understanding
 - Categorizing
 - Prioritization
 - Balancing
 - Planning
5. Portfolio delivery cycle
 - The aim of practices
 - Managerial control
 - Benefits management
 - Finance management
 - Management of Risk
 - Engaging stakeholders
 - Organizational governance
 - Resource management
6. Roles in portfolio management
 - Group for directing portfolio or Investment committee
 - Group for portfolio progress or Change execution committee
 - Business change director or Portfolio Director

- Portfolio Manager
- Portfolio benefit manager
- 7. Overview of documentation used in portfolio management
 - Structure of portfolio management
 - Plan of portfolio execution
 - Management dashboard
 - Structure of benefit management
 - Plan of pursuing portfolio benefits
 - Portfolio financial plan
 - Portfolio resource schedule
 - Plan of engaging stakeholders and communication



Expected preparation of the participant

We do not require any special preparation from students, however the knowledge of Project or Programme Management may be helpful.



Training Includes

The training price includes:

- Accredited training materials
- Voucher for the MoP® Foundation online exam
- From February 1, 2022, also the authorized MoP® manual in the online version (as required by the vendor)

Additional options:

- Take2 re-sit exam: 200 zł

Attention: purchasing this option is only possible through Altkom Academy before the training.



Language

- Training: English
- Materials: English
- Exam: English

Examination method

The participants receive vouchers, which are valid for 6 months, for online exam.

Having completed the training, the participant receives an e-mail with guidelines how to register on the exam. The date is determined directly with PeopleCert, with the use of participant's account.

Online exam is conducted in the presence of proctor – a person from PeopleCert, who connects remotely with training participant's desktop and observes the course of exam via Internet camera.

The person who takes the exam is obliged to show the place where he is going to write the exam to proctor via Internet camera. Proctor checks if there are not any other persons and study aids in the room.

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Examination description

MoP Foundation exam:

- Exam duration 40 minutes
- 50 single choice questions
- Required 50%, 25 correct answers
- Closed book
- Online version (with Proctor)