



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

## Training Course

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Exam is included within the course

Certification provided by

**PeopleCert**  
All talents, certified.

**AXELOS**  
GLOBAL BEST PRACTICE

# Why Bakkah?

**Bakkah** is a leading company that owns two subsidiaries: **Consulting Company and Learning Company**. With a team of highly experienced and certified professionals, we will help you capitalize on opportunities driven by proven business practices.

We help you obtain professional certificates that will take your career to the next level. Our Learning products focus on building and boosting capabilities by offering the best and latest internationally accredited training courses in various fields, including: Project Management, Human Resource, Business Analysis, Information Technology, Quality Management, Supply Chain Management and Logistics.

We are keen to use and keep up with the latest global learning methods and processes. Since our training courses are flexible and aligned with the global changes, this will ensure an ongoing learning process and build high-quality capabilities.



## Bakkah in Numbers





## Course Objective

- The MoP® certification scheme has been developed to offer two levels of certification, Foundation and Practitioner.

The purpose of the Foundation certification is to confirm that 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 certification is also a pre-requisite for the Practitioner certification.

The purpose of the Practitioner certification is to confirm whether you have achieved sufficient understanding of how to apply and tailor the MoP guidance and to analyse portfolio data, documentation and roles in relation to a scenario situation. A successful Practitioner candidate should, with suitable support, be able to advise on the implementation of appropriate practices and techniques, and apply the method to a live portfolio, but may not be sufficiently skilled to do this appropriately for all situations. Their individual expertise, the complexity of the portfolio, and the support provided will also influence the impact the MoP Practitioner can achieve.



## Course Methodology

### Online Training



5 Days – Online Training



Exam Simulation



Practice Test



Group Activity (Break-out Session) after each lesson



Access to additional References – Glossary/ Recommended Reading/ Syllabus



Material language will be in English





## Targeted Audience

This certification is aimed at those involved in a range of formal and informal portfolio management roles encompassing investment decision making, project and programme delivery, and benefits realization. It is relevant to all those involved in the selection and delivery of business change initiatives including:

- Members of Management Boards and Directors of Change
- Senior Responsible Owners (sros)
- Portfolio, Programme, Project, Business Change and Benefits managers
- Business case writers and
- Project appraisers.



## Course Outline



### Introduction: What is Portfolio Management?

- Introduction about portfolio management.
- Portfolio management definitions.
- The portfolio management model.
- The benefits of portfolio management.
- Portfolio management misconceptions.



### Portfolio Management Principles

- Introducing the portfolio management principles
- Portfolio management principle 1: senior management commitment
- Portfolio management principle 2: governance alignment
- Portfolio management principle 3: strategy alignment
- Portfolio management principle 4: portfolio office
- Portfolio management principle 5: energized change culture



### The Strategic & Organizational Context

- Portfolio management and strategic and business planning.
- Portfolio management and budgeting and resource allocation.
- Portfolio management and program and project management.
- Portfolio management and performance management.
- Portfolio management and corporate governance.
- Portfolio management and corporate functions.



### Portfolio Management Cycles

- Introduction to the portfolio management cycles
- Why organizations implement portfolio management?
- If there is no defined start, how should portfolio management be implemented?
- Planned vs Ad-hoc Approaches.
- How is progress sustained?
- Why does organizational energy link the portfolio management cycles?
- Portfolio definition cycle
- Portfolio delivery cycle



## Portfolio Definition Cycle Practices 1-5

- Introduction about portfolio definition cycle practices.
- Portfolio management practice 1: understand
- Portfolio management practice 2: categorize
- Portfolio management practice 3: prioritize
- Portfolio management practice 4: balance
- Portfolio management practice 5: plan



## Portfolio Delivery Cycle Practices 6-12

- Portfolio management practice 6: management control
- Portfolio management practice 7: benefits management
- Portfolio management practice 8: financial management
- Portfolio management practice 9: risk management
- Portfolio management practice 10: stakeholder engagement
- Portfolio management practice 11: organizational governance
- Portfolio management practice 12: resource management



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