



**PPI**

PROJECT POWER  
INTERNATIONAL  
c o n s u l t i n g

**MSP™**

**Managing Successful Programmes**

**Foundation Course Outline**

MSP™ is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries

## Overview

This event provides those responsible for managing programmes with a structure which will help them towards delivering the business benefits sought. This event can be attended to complete the Foundation Examinations, however the 2 day Practitioner and 3 day Advanced Practitioner will need to be undertaken to attain the Practitioner and Advanced Practitioner accreditation. These two additional courses build on the knowledge acquired in this 3 day course.

Programme Management brings together related projects to manage their interdependencies. The MSP™ method provides and maintains a strategic view over the set of projects, aligning and co-ordinating them within a programme of business change in support of specific business strategies. Programme management provides the framework for implementing business strategies and initiatives, or large scale change, according to the Vision Statement. Programme management has to be fluid and flexible to accommodate internal and external influences. A programme management method helps to organise, manage, accommodate and control programme change so that the eventual outcome meet the objectives set by the business strategy.

## Learning Objectives

- Learn and understand the MSP™ method
- Develop a thorough understanding of using the MSP™ method
- Answer any questions or concerns delegates may have about using MSP™ to run programmes
- Pass the Foundation Exam
- Lay a firm Foundation knowledge to allow delegates to move onto Practitioner Level

## Course Structure

- 3-day course,
- 40 minutes multiple choice, closed book Foundation Exam on the third day
- Evening work based on exercises set
- Delegates are encouraged to complete evening work to ensure the best chance of an exam pass

## Contents

This course is accredited by the APM Group against the MSP™ syllabus for Foundation and Practitioner levels and includes the following topics.

## **Course Introduction**

What is a programme? What is programme management? Terminology? Structure of MSP.

## **MSP Introduction**

Principles, governance themes, transformational flow, management strategies and plans

## **Key Principles**

The seven key principles. When should they be observed? What value do they add.? How do they apply to the Governance Themes and Transformational Flows? How do they help a programme meet its objectives.

## **Organisation**

Organisation and leadership. Organisational structure, the key roles and their responsibilities.

What is a Programme Office and what service does it provide.

## **Vision**

What is a 'vision'? What makes a good Vision Statement?

## **Leadership & Stakeholder Engagement**

Leadership as opposed to management. How 'leaders' actively engage stakeholders. Analysing and engaging with stakeholders. Stakeholder maps and matrices.

## **Benefits Realisation Management**

The key driver for the programme. How benefits realisation links to achieving strategic objectives. Outcome relationship models and Benefit Maps. Planning for benefits realisation.

## **Blueprint & Delivery**

What is a Blueprint, and what does it contain? Developing a Blueprint from the Vision Statement.

## **Planning and Control**

What is a Programme Plan and how is it developed? The Project Dossier. Resourcing and scheduling.

## **Business Case**

Developing, managing and reviewing the programme's Business Case.

## **Identifying a Programme**

What is a Programme Mandate? Linking to Policy and Strategy. Preparing a Programme Brief. Planning to Define the Programme.

## **Risk Management & Issue Resolution**

Principles, approach and strategy for managing risks and resolving issues.

Managing and controlling changes in programmes.

## **Quality Management**

Critical Success Factors. The scope of programme quality management. Quality processes. Configuration Management. Quality Management Strategy and Plan. Information Management Strategy and Plan.

## **Defining a Programme**

Creating a Programme Definition Document (including the Project Dossier, the Programme Plan and the Programme Business Case).

## **Managing the Tranches**

Implementing governance arrangements. Establishing tranches. Managing risks and issues.

## **Delivering the Capability**

Co-ordinating and managing projects on the Project Dossier. Starting and closing projects. Maintaining alignment with the programme. Ensuring that project outputs are fit for purpose and can be integrated into operations, so that benefits can be realised. Pre-transition, transition and post-transition activities.

## **Realising the Benefits**

Process is to manage benefits from their initial identification to their successful realisation. Activities cover monitoring the progress of the projects to ensure the outputs are fit for purpose and can be integrated into operations so that the benefits can be realised.

## **Closing a Programme**

Formal confirmation of completion. Finalising programme information. Confirming closure.

## **Course materials**

- Comprehensive notes and sample examination papers
- Managing Successful Programmes manual published by the OGC

## **Designed For**

- Programme Managers, experienced Project Managers, and Senior Business Managers from any discipline working at a strategic level to deliver change
- Programme Support Team Member's, who have observed the kind of organisational and culture change that programmes bring
- Project Managers keen to develop their skills and identify opportunities for further career advancement

## **Benefits**

Following the course delegates will understand the MSP™™ method and will be able to organise, plan and control programmes quickly and effectively in accordance with the MSP™™ Methodology. Senior Managers attending the course will be able to make decisions on programmes initiation and continuation on the basis of hard facts provided in a structured format.

## **Approach**

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of programme and project management. All delegates receive a copy of OGC's Managing Successful Programmes manual.