

Registration Information For Accredited Certification in MSP® courses

Course Schedule for 2019 / 2020:

MSP Foundation	25 - 28 Nov 2019	23 -26 Mar 2020	20 - 23 Jul 2020	2 - 5 Nov 2020
MSP Foundation & Practitioner	25 - 30 Nov 2019	23 - 28 Mar 2020	20 -25 Jul 2020	2 - 7 Nov 2020

Course Timing: 9.00 am to 5.00 pm

Info Spec Sdn Bhd (107393-w) * 33 years of service *

Course Venue: InfoSpec Training Centre

Suite 1309, 13th Flr, Menara AMCORP, 18 Persiaran Barat, 46050 Petaling Jaya, Selangor

Tel: (603) 7957-1806

Mobile: (6016)6199-188

Email : info@infospec.com.my

www.infospec.com.my

Course Fee

Code	Course Title	Fee Per Person	Group of 3 Fee per person	Group of 5 Fee per person
MSP- F	Accredited MSP Foundation Level Training	RM4,700	RM4,500	RM4,300
MSP - P	Accredited MSP Foundation & Practitioner Level (5 days)	RM7,100	RM6,900	RM6,700

Fee includes MSP Foundation & Practitioner Exams fees, Pre-course study materials, refreshments. Pre-course Study Pack will be sent upon received of confirmed P.O. & payment. Please call /whatApp +6016-6199188 for **any Special Offers from time to time.**



* Fee claimable under PSMB
SBL KHAS/SBL

Bank Details:

Bank A/C #: 312-699-560-2

A/C Name: Info Spec Sdn Bhd

Bank Name: PUBLIC Bank Berhad

REGISTRATION FORM - MSP Certification Training

Please fax to +603-7957-1807, or email to info@infospec.com.my

Company/Department: _____		
Address: _____		
Tel: _____	Fax: _____	Contact Person: _____
Email: _____	Registration Made By: _____	
Approved By: _____	Designation: _____	Signature: _____
Cheque No: _____	for RM: _____	P.O./L.O. # _____
Attendees:		
Name1: _____	Course Code: _____	Date: _____
Name2: _____	Course Code: _____	Date: _____
Name3: _____	Course Code: _____	Date: _____
Name4: _____	Course Code: _____	Date: _____
Name5: _____	Course Code: _____	Date: _____
Any Remarks: _____		

Seats strictly limited by trainer!

REGISTER NOW - ENSURE YOUR PLACE!

MSP® Foundation and Practitioner

Accredited Certification

MSP

Foundation & Practitioner

Level Training



Date :

25 - 30 Nov 2019

23 - 28 Mar 2020

20 - 25 Jul 2020

2 - 7 Nov 2020

Why MSP?

Today's organisations are subject to continual change. There are many contradictory drivers for change include innovations in technology, working practices (outsourcing and partnerships), mergers & acquisitions, increased demands from regulation, and for the government, the delivery of policy driven by changing political parties or ministers. Programme Management (MSP) is increasingly being recognised as a key tool to enable organisation to deliver their defined objective and manage these Transformation Changes at a strategic level, so that the organisation can achieve benefits and improvements in its business operation.

MSP is a proven programme management good practice in successfully delivering transformational change. MSP is non-proprietary methodology.

Info Sepc is accredited by PEOPLECERT as an Accredited Training Organization for PRINCE2®, MSP® training.

Accredited MSP® Foundation & Practitioner Level

Overview

Managing Successful Programmes is definitive guidance in managing inter-related projects as a coordinated programme of business change in order to manage risks and benefits more effectively.

This MSP training covers the MSP guidance & approach that can bring numerous far-reaching benefits to your organisations:

It ensures that:

- Programmes and Projects are planned effectively so they deliver the outcomes & benefits on time and on budget
- Keep a clear focus on outcomes
- Respond to ongoing changes inside and outside the organisation
- Define responsibilities and lines of communication
- Provide a framework for engaging and involving stakeholders
- Analyse and manage risks effectively
- Audit and manage quality.

Course Objectives

- Provide Delegates with an understanding of the benefits and principles underlying a structured approach to programme management.
- Apply the principles of MSP to a programme within a work environment.
- Operate effectively with colleagues and managers within a structured programme and project management environment.
- Enable delegates to understand the MSP framework to be prepared to sit the MSP Foundation & Practitioner exams.

Success in the Foundation & Practitioner Exams provides candidates with the pre-requisites required to sit the MSP Advanced Practitioner exam (separate course).

In-House Training

The tailoring of the MSP certification programme for all our **in-house training is complimentary**. We highly recommend that you take this option.

We can swiftly build the **tailored private programme** using detail about your organisation, its culture, infrastructure, issues, project materials etc, to be used as real life working examples.

Who Should Attend ?

- All levels of the Programme Management Team Members
- Programme Managers & Programme Support team members
- Senior Managers from any discipline, eg, Portfolio Manager, Service Delivery Manager, experience Project Managers, etc
- Significant stakeholders in business change
- Any Individual who needs to use the MSP framework to implement business strategies, policies and initiatives, or large scale change.

Approach

The event will be delivered by an approved MSP Trainers with practical experience of using the MSP method over a wide range of programmes & projects.

The style of delivery will be instructor-led with the trainer taking attendees through each Principle, Governance theme & Transformational Flow of the MSP framework and illustrating each key point with examples.

Practical Work

A specially written scenario runs throughout the course. A comprehensive set of tasks help to provide practical application of the MSP Framework & concepts learned.

Joining instructions including pre-course study pack and MSP manual are sent out approximately 1-2 weeks before the course start date. Typically pre-course preparation will require 8-10 hours of study.

Info Spec Established Since 1983

Info Spec is the FIRST Accredited Training Organisation (ATO) in Malaysia for PRINCE2® (Project In a Controlled Environment), P3O® (Portfolio, Programme & Project Offices), MoP® (Management of Portfolios), MSP® (Managing Successful Programmes) & OBASHI® (Business & IT Management Method).

Trainers

All our MSP trainers are approved by PEOPLECERT. They have undergone the rigorous approvals process administered by the APMG on behalf of the OGC /the Cabinet office, UK. They are practising project, programme and portfolio managers with practical experience in a wide range of projects & programmes management in the public & private sector.

Delegate will receive an official MSP Methodology Manual

Please call us at +603-79571806 or send us an email at info@infospec.com.my or info@prince2malaysia.com

Course Content

This course is accredited by the APMG against the MSP syllabus for **Foundation and Practitioner** levels and includes the following topics.

MSP INTRODUCTION AND OVERVIEW

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

MSP FRAMEWORK AND CONCEPTS

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

VISION

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

IDENTIFYING A PROGRAMME

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

BLUEPRINT DESIGN AND DELIVERY

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

DEFINING A PROGRAMME

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

PLANNING AND CONTROL

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

BENEFITS MANAGEMENT

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

ORGANISATION AND THE PROGRAMME OFFICE

Organisation and leadership. Organisational structure, the key roles and their responsibilities. What is a Programme Office and what service does it provide?

What exams are taken on the course?

- **MSP Foundation:** 1-hour, closed book, consisting of 75 multiple-choice questions.
 - **MSP Practitioner:** 2 1/2 hours, open book (MSP manual only) consisting of 8 questions based objective test questions. The pass mark is 50% (40 marks).
- InfoSpec offer 4-day Foundation and 6-day Practitioner course options. The courses is a mixture of input and practical sessions, delivered by an approved trainer with practical experience of project and programme management.

The pre-course material includes pre-course study guide and the MSP Manual. Delegates should spend approximately 10 hours studying this pre-course material in order to be well prepared for the course.

Day-1 to Day-3 MSP Foundation level Training
DAY-4 (9.30am to 11.00 am) Foundation level Exam
Day-4 (from 2.00pm) to Day-5 MSP Practitioner Exam preparation workshop
Day-6 (9.30 am to 1.00 pm) MSP Practitioner Exam -3 hours open book

THE BUSINESS CASE

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

LEADERSHIP AND STAKEHOLDER ENGAGEMENT

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

MANAGING THE TRANCHES

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

DELIVERING THE CAPABILITY AND REALISING THE BENEFITS

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.

QUALITY AND ASSURANCE MANAGEMENT

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

RISK AND ISSUE MANAGEMENT

Principles, approach and strategy for managing risks and resolving issues. Managing and controlling changes in programmes.

CLOSING A PROGRAMME

Formal confirmation of completion. Finalising programme information. Confirming closure and ensure the 'end goal' has been achieved.