

Other Related Certification Courses that offer:  
 PRINCE2® - Project Management and Governance Methodology  
 MSP® - Managing Successful Programmes  
 P3O® - Portfolio, Programme and Project Offices  
 MoP® - Management of Portfolios  
 BASA - Business and Systems Analysis  
 TOGAF® 9.1 Certification Training  
 OBASHI® Foundation Course



### Registration Information For Accredited Certification MoP Courses

Course Schedule for 2017 :

MoP Foundation Level	29 - 31 May 2017	1 - 3 Aug, 2017	14 - 17 Nov, 2017
MoP Foundation & Practitioner Level (Both)	29 - 31 May & 1 Jun 2017	1 - 4 Aug, 2017	14 - 17 Nov, 2017

Course Timing: 9.00 am to 5.00 pm  
**Info Spec Sdn Bhd (107393-w) \* 33 years of training Architects\***  
**Course Venue: Info Spec Training Centre**

Suite 1309, Menara AMCORP, Level 13, 18 Persiaran Barat, 46050 Petaling Jaya, Selangor, Malaysia  
 (Opposite Taman Jaya LRT Station - Kelana Jaya Line, AMCORP Tower is on the right wing of AMCORP MALL)

**Tel: (603) 7957-1806**  
 Email : info@infospec.com.my

**Mobile: (016) 619 9188**  
 www.infospec.com.my

#### Course Fee

Code	Course Title	Fee Per Person	Group of 3 Fee Per Person	Group of 5 Fee Per Person
MoP-F	Accredited Certificate in MoP Foundation Level Training <small>* Course Fee are subject to 6% GST from 1st April 2015</small>	RM 4,900	RM 4,700	RM 4,500
MoP-P	Accredited Certificate in MoP Foundation and Practitioner Level Training <small>* Course Fee are subject to 6% GST from 1st April 2015</small>	RM 7,300	RM 7,100	RM 6,900

Include licensed course handout, refreshments and lunches. Pre-course Study Pack & MoP manual will be sent upon received of confirmed P.O. & payment. This MoP Certification Training will prepare delegates to sit for the MoP examinations. Candidate who do not require to sit for exams can deduct RM600 from the course Fee.



\* 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  
 Branch: PJ Newtown Branch, Petaling Jaya, Selangor.      Bank Swift Code: PBBEMYKL      MOF Contractor #: 357-00040449

#### REGISTRATION FORM - MoP 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!**

## MoP® Foundation and Practitioner

### Accredited Certification MoP Foundation & Practitioner Level Training

Date:

**29 - 31 May & Jun 1, 2017**  
**1 - 4 Aug, 2017**  
**14 - 17 Nov, 2017**

Portfolio management (MoP) helps organisations make decisions about implementing the right changes to business as usual; those changes are delivered via projects and programmes.

#### What is MoP ?

A co-ordinated collection of strategic processes and decisions that together enable the most effective balance of organisational change and business as usual.

Info Spec is accredited by PEOPLECERT as an Accredited Training Organization for PRINCE2®, MSP®, P3O®, MoP® training.



www.infospec.com.my

Tel: +603-7957 1806

# Accredited Management of Portfolios - MoP® Course

## Overview

Management of Portfolios (MoP) helps organisations make decisions about implementing the right changes to business as usual; those changes are delivered via projects and programmes. MoP is a co-ordinated collection of strategic processes and decisions that together enable the most effective balance of organisational change and business as usual.

## Objective

- Provides practitioners with universally applicable principles and practice that will enable individuals and organisation to successfully introduce portfolio management approaches.
- Provides an overview of portfolio management - what it is, the case for doing it, how it fits with other related organisational activities, how to get started and sustain progress.
- Provides description of the principle and practices upon which successful approaches to portfolio management are built.
- Provides examples of portfolio management that illustrate how the principles and practices can be adapted to suit local circumstances.

## In-House Training

The tailoring of the MoP 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 ?

Senior Management from all discipline - CEO, CFO, CIO, COO, Financial Controller, Auditor, General Manager, Branch Manager, Head of Department, Directors of Change, Senior Responsible Owners (SROs); Portfolio, Programme, Business Change and Benefits Managers; and Business Case Writers and Project Appraisers.

Any IT Professionals - Managers, System Analyst, Software Engineers/Integrators, Service Management Support Staff, Project Managers, Solution and Infrastructure Architects.

Any Non-IT Professionals - Whose work involve with Systems, Auditors, Quality Assurance, Risk Analyst, People responsible for due diligence and strategic decision, negotiators for IT Contracts.

## Approach

The event will be delivered by APMG approved MoP Trainers with practical experience of using the MoP principles over a wide range of portfolios.

The style of delivery will be instructor-led with the trainer taking attendees through each elements of the course content and illustrating each key point with examples.

Questions and discussions will be encouraged throughout the event.

Joining instructions including pre-course study pack and MoP manual are sent out approximately 1-2 weeks before the course start date. Typically pre-course preparation will require 6-8 hours of study.

Delegate will receive an official Management of Portfolios Manual worth RM350

## Info Spec Established Since 1983

Info Spec is the FIRST Accredited Training Organisation (ATO) in Malaysia accredited 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).

Please call us at +603-79571806 or send us an email at [info@infospec.com.my](mailto:info@infospec.com.my) or [mooifah@infospec.com.my](mailto:mooifah@infospec.com.my)

## Course Content

### The Strategic and Organisational Context

- Business as usual
- Strategic and Business Planning
- Programme and Project Management
- Performance Management
- Corporate Governance
- Corporate Functions

### Five Portfolio Management Principles

- Senior Management Commitment
- Governance Alignment
- Strategy Alignment
- Portfolio Office
- Energised Change Culture

### The Portfolio Management Cycles

- Portfolio Definition
- Portfolio Delivery
- Implementation Approaches
- Sustained Progress

### Portfolio Management Practices

#### Portfolio Definition Cycle

- Understand
- Categorise
- Prioritise
- Balance
- Plan

#### Portfolio Delivery Cycle

- Management Control
- Benefits Management
- Financial Management
- Risk Management
- Stakeholder Engagement
- Organisational Governance
- Resource Management

#### Case Study

**Discussions on how to implement MoP™** - in your working environment & the application of MoP relevant to the complexity, risk and importance in a real business environment.

#### Practical Exercises

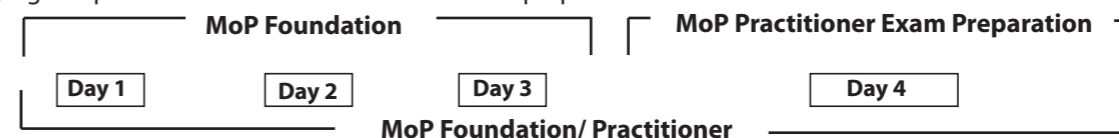
#### Exam Structure and Techniques

### What exams are taken on the course?

- **MoP Foundation:** 40-Minutes, closed book, consisting of 50 multiple-choice questions.
- **MoP Practitioner:** 3-hours, open book (MoP manual only) consisting 4 questions per paper with 20 marks available per question - all question items will be worth 20 mark, making the total number of marks available per paper 80 . The pass mark is 50 % (40 marks).

InfoSpec offer 3-day Foundation and 4-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 reading and the MoP Manual. Delegates should spend approximately 10 hours studying this pre-course material in order to be well prepared for the course.



InfoSpec's flexible approach to the course means that delegates can attend the Foundation course and then return at a later date to complete the Practitioner Exam.

## Foundation Qualification:

To confirm that a candidate has sufficient knowledge and understanding to work as an informed member of a Portfolio Management roles.

## Practitioner Qualification:

Pre-requisite is candidate must PASS MoP foundation exam. To confirm whether the candidate has 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 situation. Their individual expertise, the complexity of the portfolio, and the support provided will also influence the impact the Practitioner can achieve.

## Trainer Profile

Simon Seow has had more than thirty five years of industry and mentoring experience in different countries and cultures. He is a Councilor in MNCC and was founding member of the EDP Auditors Association (now ISACA) chapter. He was an Examiner for the BCS (British Computer Society) System Analysis



Examinations Board and Regional Moderator for the NCC, UK National Computing Centre.

He is PEOPLECERT approved trainer for PRINCE2®, P3O®, MSP®, MoP® . His latest certifications include PRINCE2, Advanced MSP (Managing Successful Programmes), MoP (Management of Portfolios), P3O, ITIL®, OBASHI® & EA Enterprise Architecture.

People whom Simon has mentored can be found at all levels in organisations, from senior management to supervisory to technical and operations, in Industry, in Government and in Academia. His passion is to share his insights into the on-going changes and the critical skills that will be needed now and for the near future.

His informal, approachable style helps participants to quickly grasp difficult concepts and immediately apply them.

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