

Managing Benefits™

Foundation Course + optional Benefits Analysis Workshop

Duration 4 days

This powerful workshop covers the total benefits life cycle and the essential processes required to successfully manage the benefits from inception to harvesting.

The purpose of the Managing Benefits™ guidance and certification scheme is to provide managers and practitioner from multiple disciplines, working in a variety of organisations, with generally applicable guidance encompassing benefits management principles, practices and techniques.

Managing Benefits™ certification is available at Foundation and Practitioner levels; these are accessed via one combined Foundation/Practitioner course, a Foundation Exam and an optional Practitioner Exam. Total duration is 4 days.

The course consists of a number of lessons that cover the official syllabus of Managing Benefits™ Foundation and Practitioner; it also includes a number of targeted exercises as well as individual and group activities.

Managing Benefits – The Context

Managing the realisation of business benefits in a structured way, starting from even before an investment decision is made, makes it possible to:

- Align “The Project” with “The Business”.
- Identify and clarify accountabilities for benefits realisation
- Manage the commitment and contribution of critical and essential stakeholders
- Implement the tools and processes needed to measure, track and report benefits.
- React to changes in the business environment and ensure that investments do not become obsolete
- Provide a framework to ensure that the expected benefits are actually realised and sustained

Managing Benefits – The Course

“Managing Benefits” is a guidance developed by APMG to complement the Best Practice Framework set which includes PRINCE2, MSP, P3O and MoP.

The purpose of the guide is “to provide managers and practitioners from multiple disciplines, working in a wide variety of organisations, with generally applicable guidance encompassing benefits management principles, practices and techniques.”

This Managing Benefits Foundation Course is accredited by APM and covers the Principles, Practices and Techniques of Managing Benefits as described in the guide. At the end of the course delegates will sit the Managing Benefits Foundation Exam, which is made up of 50 multiple-choice questions to be answered in 40 minutes. Getting at least 25 questions correct (50%) gives rise to the Foundation Certificate in Managing Benefits.

Who Should Attend

This programme is designed for all those with a role in ensuring best use of funds by maximising the benefits realised from change initiatives. This multi-disciplinary group includes:

- Change leaders (e.g. senior responsible owners & directors of change)
- Change initiators (e.g. strategic planners and policy leads)
- Change appraisers and evaluators (e.g. business case developers and project appraisers)
- Change implementers/enablers (e.g. portfolio, programme & project managers)
- Change support staff (e.g. portfolio, programme & project office staff)

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Course Contents

- 1. An Overview of Benefits Management**
– What it is, the case for doing it, and some common misconceptions that can limit its effectiveness in practice.
- 2. The Seven Principles**
Upon which successful benefits management practices are built.
- 3. The Five Practices in the Benefits Management Cycle**
Relating to individual change initiatives, and examples of how they can be/ have been applied in practice.
- 4. How to Apply Benefits Management**
At a collective or portfolio level encompassing all projects and programmes included in the change portfolio.
- 5. How to Get Started**
Implementing effective benefits management practices and how to sustain progress.

Foundation and Practitioner Exams

The fourth and last day of the course is dedicated to preparing and sitting both the Foundation Exam (in the morning) and the optional Practitioner Exam (in the afternoon).

Benefits

For Individuals

- Enhanced professional competence through benefits management practices and techniques.
- Understanding of the seven principles upon which successful approaches to benefits management are built and applied to projects, programmes and portfolios. The guide provides a route map to adoption of more cost-effective techniques and practices.
- Adept at forecasting realistic benefits to produce business cases which address business issues and objectives and provide a route to measure success.
- Outline costs and benefits to drive business objectives.

For Organisations

- Realise benefits to improve prospects in terms of investors, clients, revenue and efficiency levels regardless of professional discipline and type of organisation.
- Ability to demonstrate more efficient and effective practices through better use of available resources. This enhances an organisation's ability to retain motivated and skilled change management staff and to attract investors.
- Improved return on investment from change initiatives as more benefits are realised and sustained for longer.
- Enhanced confidence on the part of regulators and funding agencies - so helping ensure continued funding for change.
- Have an organisation-wide understanding of the benefits a project or programme will produce and be able to measure when they are realised.