

## Managing Benefits Foundation and Practitioner Certification

**5 Days**

### Effective Benefits Management = Return on Investments from Change Initiatives.

Organizations today are coming to realize that benefits and benefits management are integral to the successful management of projects, programmes and portfolios. Yet the reality is that many organizations struggle to demonstrate that the benefits envisioned for change initiatives are actually realized in practice. Learn the principles, processes and best practices of effective benefits management.

### LEARNING OBJECTIVES

#### Managing Benefits Foundation Certification:

This course conforms to the syllabus set down by APM Group for those wishing to gain Managing Benefits Foundation certification.

#### In the Foundation level course, candidates learn and are measured on their knowledge and understanding of benefits management principles, practices, techniques, roles, responsibilities and documents, specifically:

- Definitions, scope and objectives of benefits management, barriers to its effective practice, and the key success characteristics
- Principles upon which successful approaches to benefits management are based
- Five practices contained within the Benefits Management Cycle and relevant techniques applicable to each practice
- Scope of key roles and responsibilities for benefits management and the typical contents of the main benefits management documentation
- Approaches to implementation and the factors to consider in sustaining progress

#### Managing Benefits Practitioner Certification:

This course conforms to the syllabus set down by APM Group for those wishing to gain Managing Benefits Practitioner certification.

Practitioner level training and certification prepares and confirms the candidate has achieved sufficient understanding of how to apply and tailor the guidance in a scenario situation.

**Specifically candidates should be able to:**

- Plan the implementation of benefits management, select appropriate strategies to sustain and measure progress;
- Select and adapt principles, practices and techniques to suit different organizational environments;
- Identify activities that should be undertaken during each of the practices of the Benefits Management Cycle together with the accountabilities and responsibilities of each of the defined roles;
- Evaluate examples of benefits management information (documents);
- Analyze the solutions adopted in relation to a given scenario.

**At the end of this Foundation and Practitioner course, you will gain:**

- Enhanced professional competence through benefits management practices and techniques
- The ability to implement methods, including knowledge of management accountancy, behavioural finance, psychology, neuro-science and systems thinking
- Understanding of the seven principles upon which successful approaches to benefits management are built and applied to projects, programmes and portfolios
- Adept at forecasting realistic benefits to produce business cases which address business issues and objectives and provide a route to measure success
- The ability to outline costs and benefits to drive business objectives
- Improved return on investment from change initiatives as more benefits are realized and sustained over time
- Executive sponsor confidence and client satisfaction
- The ability to demonstrate more efficient and effective practices through better use of available resources. This enhances an organization's ability to retain motivated and skilled change management staff and to attract investors
- Enhanced confidence on the part of regulators and funding agencies - helping ensure continued funding for change
- An organization-wide understanding of the benefits a project or programme will produce and be able to measure when the benefits are realized

## WHO SHOULD ATTEND

This intensive instructor-led program is aimed at anyone wishing to gain the Managing Benefits qualification and to understand the terminology and principals behind benefits management.

- Executive sponsors of change initiatives
- Portfolio, programme and project managers.
- Investment planning & review specialists.
- Change management specialists.
- Business case developers and project appraisers.

## PREREQUISITES

Plan to undertake a period of self-study using materials provided in advance of course date. In addition, there will be evening work to be completed throughout the course.

Candidates who plan to challenge the Practitioner examination must have passed the Managing Benefits Foundation examination. There will be evening work to be completed throughout the course.

## COURSE OUTLINE

### Day 1

- Introduction
- Overview of Benefits Management
- Benefits Management Model
- Relationship between the principles, practices and relevant techniques.
- The five practices in the Benefits Management Cycle and how they are applied in practice.
- Factors that affect how practices will be adopted.
- Understand the terms, principles, practices, techniques, documentation, roles and responsibilities and how these are applied.
- Barriers and strategies to overcome barriers
- Key Success Characteristics
- Organizational context

### Day 2

- 7 Principles of Benefits Management
- Scope of roles and responsibilities, documentation management, and approaches to implementation.
- How to apply benefits management at a collective or portfolio level.

### Day 3

- Getting started in Benefits Management
- The Foundation Exam

### Day 4

- Introduction to the Practitioner Exam
- Candidates work through a range of exercises and case studies in order to broaden and deepen their understanding.
- Exam Techniques and Mock Practitioner Exam
- Evening homework.

### Day 5

- Exam Prep
- Practitioner Exam

## EXAM INFORMATION

### Managing Benefits Foundation Exam:

- Multiple choice format
- 50 questions per paper
- 25 marks or more required to pass (out of 50 available) - 50%
- 40 minutes duration
- Closed-book

In the event that you do not pass the exam, you may write a different exam immediately at no cost. Subsequent sittings will incur a fee.

The Managing Benefits Foundation qualification is permanent.

Photographic identification must be presented to write the exam. Please bring a driver's license, passport or work identification.

### Managing Benefits Practitioner Exam:

- Objective testing; 8 questions per paper with 10 marks available per question.
- 40 marks or more required to pass (out of 80 available) - 50%.
- 2.5 hours duration.
- Open book exam (Managing Benefits guide)
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Completed Managing Benefits Practitioner Certification examinations are sent to an independent authority for grading. Successful candidates are issued their certification in 4-6 weeks.

Photographic identification must be presented to write the exam. Please bring a driver's license, passport or work identification.

The Managing Benefits Registered Practitioner qualification is renewable every 5 years. To renew you need to pass the Managing Benefits Re-registration exam which is a shorter version of the Practitioner exam but at the same level of difficulty.

*Algonquin College has been accredited by APM Group as an Accredited Training Organization (ATO). Algonquin College has been approved to deliver Managing Benefits courses and to invigilate Managing Benefits examinations.*

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*Algonquin College is a Project Management Institute (PMI)® Registered Education Provider (R.E.P.). Algonquin College has been approved by PMI to issue Professional Development Units (PDUs) for this course.*

*The PMI Talent Triangle® The Project Management Institute Continuing Certification Requirements System (CCRS) is now aligned with the skills outlined in the PMI Talent Triangle®. You may claim your PDUs under the new requirements.*

*The Talent Triangle, PMI and Project Management Professional (PMP) are registered marks of the Project Management Institute, Inc.*

## HOW TO REGISTER

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