



# Managing Benefits™ Foundation to Practitioner

Foundation - 3 days. Practitioner exam preparation – 2 days.

Virtual training: Foundation 3 days. Practitioner exam preparation – 1 day.

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## Overview

Benefits Management is a concept that many organisations today struggle with. Who should be accountable for benefits, including their realisation? Often benefits are seen as the domain of project management. It is not usually during the project that benefits are realised – generally it is after the project has been delivered, once the deliverables of that project have been embedded into the business and operational use that we hope to see benefits accruing. This may be months (or even years) after the closure of the project.

This course, based on the APMG guide *Managing Benefits*, focuses on the management of benefits from change initiatives that are delivered via formalised project and programme management methods. Collectively these initiatives form the organisation's change portfolio.

## Objectives

### Foundation

The Foundation course provides comprehensive instruction and hands-on practice to embed concepts and techniques presented. This course will enable participants to:

- Understand generally applicable guidance encompassing benefits management principles, practices and techniques
- Prepare for and sit the Managing Benefits Foundation Examination

### Practitioner

The Practitioner course prepares participants to undertake the Managing Benefits Practitioner Examination. The Practitioner level qualification aims to measure whether the candidate has sufficient knowledge and understanding of the managing benefits guidance to apply and tailor it to a given scenario situation.

The course also includes review, consolidation of concepts and exam questions for the Practitioner level certification.

Please note that the Practitioner course is an [examination preparation course](#) and focuses on the application of Managing Benefits to prepare candidates for the Practitioner examination.

# Managing Benefits Foundation to Practitioner

## Who should attend?

This course 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 and Directors of Change
- Change initiators, e.g. Strategic Planners and Policy Leads
- Change appraisers and evaluators, e.g. Business Case Writers and Appraisers
- Change implementers / enablers, e.g. Portfolio, Programme and Project Managers, as well as Business Change Managers
- Change support staff, e.g. Portfolio, Programme and Project Office staff, including Benefits Managers

## Prerequisites

### Foundation

There is no pre-course work or prerequisites for the Managing Benefits Foundation course. It is recommended that participants have experience with change initiatives and an interest in exploring benefits management principles, practices, techniques, roles and responsibilities and documents.

### Practitioner

To be eligible to sit the Managing Benefits Practitioner exam, participants must have obtained a pass in the Managing Benefits Foundation exam (25 or more out of 50).

## Key Topics

### Foundation

At Foundation level, the course helps participants to:

- Explain Benefit Management - what it is, the case for doing it, and some common misconceptions that can limit its effectiveness in practice
- Describe the seven principles upon which successful benefits management practices are built, and examples of how they can be/have been applied in practice
- Details of 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
- Provide guidance on how to apply benefits management at a collective or portfolio level encompassing all projects and programmes included in the change portfolio
- Understand how to get started in implementing effective benefits management practices and how to measure and sustain progress
- Foundation exam preparation

### Practitioner

The Practitioner course builds on the Foundation course and focuses reviewing syllabus areas, including:

- Principles of benefits management
- Benefits Management Cycle (Identify and quantify, Value and appraise, Plan, Realise, Review)
- Portfolio-based benefits management
- Implement and sustain progress in the adoption of benefits management
- Understanding how to apply and tailor the Managing Benefits guidance in a scenario situation

## Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience. Understanding and recall techniques will be used to provide participants with a solid comprehension of Managing Benefits.

Courses are facilitated by our expert team and can be conducted onsite, at our premises or virtually. All courses can be customised to suit your requirements.

**Virtual Training:** Our virtual training is streamed live (not pre-recorded) with an accredited trainer in real-time – otherwise referred to as Virtual Instructor Led Training (VILT). Our trainers are based in real training rooms complete with audio visual equipment. We apply best practices incorporating a modular approach with frequent activities, visual engagement, appropriate pace and relevant dynamic learning to add value.

**Materials:** A comprehensive participant handbook and the *Managing Benefits* publication is provided for the Foundation course.

A participant handbook is provided to Practitioner participants.

# Managing Benefits Foundation to Practitioner

## Development Units

### PDU's

Participants who have been awarded the Project Management Professional (PMP)<sup>®</sup> credential by the Project Management Institute (PMI)<sup>®</sup> are eligible to earn PDUs for their participation in this course as follows:

- **Foundation: Classroom / virtual course** (3 days): **21 PDUs** (4 Technical, 13 Strategic and Business Management and 4 Leadership)
- **Practitioner: Classroom** (2 days): **14 PDUs** (2 Technical, 10 Strategic and Business Management and 2 Leadership)
- **Virtual** (1 day): **7 PDUs** (1 Technical, 5 Strategic and Business Management and 1 Leadership)

### CPDs

Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn CPDs as follows:

#### Foundation:

- **Classroom / virtual** (3 days): **20 CPDs**

#### Practitioner:

- **Classroom** (2 days): **20 CPDs**
- **Virtual Training** (1 day): **14 CPDs** for short course OR **15 CPDs** for certification attained

## Certification

### Foundation

The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of benefits management principles, practices and techniques to work effectively in a range of benefits management roles.

The course includes the Managing Benefits Foundation exam which consists of:

- 50 multiple choice questions
- 50% pass mark (25/50)
- 40 minutes duration
- Closed book

**Classroom training:** the exam is taken on the afternoon of day 3 of the Foundation course.

**Virtual training:** online proctored exam taken **after** the course. See below for details.

### Practitioner

By completing the Practitioner course, you will have sufficient knowledge to sit the Managing Benefits Practitioner exam which consists of:

- Complex multiple-choice questions
- 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 only)

**Classroom training:** please note the exam is taken on the afternoon of day 2 of the course, and papers sent away for scoring.

**Virtual training:** online proctored exam taken **after** the course. See below for details.

### Taking your virtual exam

On the last day of your Foundation or Practitioner virtual course, you will receive a link to register for the APMG candidate portal to book your exam. You have 6 months to sit the exam online. Please check availability when making your booking.



APMG International administers the Managing Benefits examination scheme.