

# Course: MSP Foundation and Practitioner

## Course Outline

### Part 1: Introduction and Programme Management Principles

#### 1. Introduction

- 1.1 Purpose of this guide
- 1.2 What is a programme?
- 1.3 What is programme management?
- 1.4 Why use programme management?
- 1.5 The programme management environment
- 1.6 Types of programme
- 1.7 Programme impact
- 1.8 When to use MSP
- 1.9 Best Management Practice guidance
- 1.10 Some MSP terminology
- 1.11 How to use this guide

#### 2. Programme management principles

- 2.1 Introduction
- 2.2 The principles

### Part 2: The Governance Themes

#### 3. Governance themes overview

- 3.1 Explanation of the themes in this guide
- 3.2 Integrating programme management into the organization control framework
- 3.3 Programme management strategies and plans
- 3.4 Illustration of the relationship between the governance themes and transformational flow
- 3.5 The key roles

#### 4. Programme organization

- 4.1 Introduction
- 4.2 Programme organization characteristics
- 4.3 Programme leadership
- 4.4 Programme structure
- 4.5 Sponsoring group
- 4.6 Senior responsible owner
- 4.7 Programme board

- 4.8 Programme manager
- 4.9 Business change manager
- 4.10 Business change team
- 4.11 Programme office
- 4.12 Programme assurance
- 4.13 Additional governance roles
- 4.14 Implementing and managing the programme organization
- 4.15 Programme organization within the transformational flow
- 4.16 The key roles

## **5. Vision**

- 5.1 Introduction
- 5.2 Characteristics of a good vision statement
- 5.3 Developing and maintaining the vision statement
- 5.4 Vision within the transformational flow
- 5.5 The key roles

## **6. Leadership and stakeholder engagement**

- 6.1 Introduction
- 6.2 Nature of stakeholder engagement and the role of leadership
- 6.3 Leadership
- 6.4 Business change management
- 6.5 Communications with the projects and other programmes
- 6.6 Steps involved in stakeholder engagement
- 6.7 Leadership and stakeholder engagement within the transformational flow
- 6.8 The key roles

## **7. Benefits management**

- 7.1 Introduction
- 7.2 Alignment of benefits to corporate objectives
- 7.3 Benefits categorization
- 7.4 Benefits management cycle
- 7.5 Optimize and look for other benefits
- 7.6 Benefits management within the transformational flow
- 7.7 The key roles

## **8. Blueprint design and delivery**

- 8.1 Introduction
- 8.2 Blueprint design
- 8.3 Designing the blueprint delivery
- 8.4 Blueprint design and delivery within the transformational flow
- 8.5 The key roles

## **9. Planning and control**

- 9.1 Introduction
- 9.2 Programme plan
- 9.3 Programme control
- 9.4 Planning and control within the transformational flow
- 9.5 The key roles

## **10. The business case**

- 10.1 Introduction
- 10.2 Genesis of a programme business case
- 10.3 Contents of the business case
- 10.4 Reviewing the business case
- 10.5 Managing the business case
- 10.6 Business case within the transformational flow
- 10.7 The key roles

## **11. Risk and issue management**

- 11.1 Introduction
- 11.2 Managing risks in a programme
- 11.3 Risk management framework
- 11.4 Managing issues in a programme
- 11.5 Issue management framework
- 11.6 Change control
- 11.7 Configuration management
- 11.8 Risk and issue management within the transformational flow
- 11.9 The key roles

## **12. Quality and assurance management**

- 12.1 Introduction
- 12.2 Quality in a programme
- 12.3 Assurance management in a programme
- 12.4 Quality and assurance management within transformational flow
- 12.5 The key roles

## **Part 3: The Transformational Flow**

### **13. Transformational flow overview**

- 13.1 Introduction
- 13.2 Collaboration with themes and principles
- 13.3 Structure of the transformational flow chapters

### **14. Identifying a Programme**

- 14.1 Introduction
- 14.2 Sponsoring the programme
- 14.3 Confirm the programme mandate
- 14.4 Appoint the SRO and programme board
- 14.5 Produce the programme brief
- 14.6 Develop the programme preparation plan
- 14.7 Independent review
- 14.8 Approval to proceed
- 14.9 Responsibilities

### **15. Defining a Programme**

- 15.1 Introduction
- 15.2 Establish the infrastructure for Defining a Programme
- 15.3 Establish the team to define the programme
- 15.4 Identify and analyse the stakeholders
- 15.5 Refine the vision statement
- 15.6 Develop the blueprint
- 15.7 Develop the benefit profiles
- 15.8 Model the benefits and refine the profiles
- 15.9 Validate the benefits
- 15.10 Design the projects dossier
- 15.11 Identify tranches
- 15.12 Design the programme
- 15.13 Develop the governance arrangements
- 15.14 Develop the programme plan

### **16. Managing the Tranches**

### **17. Delivering the Capability**

### **18. Realizing the Benefits**

### **19. Closing a Programme**