# APMG-International Better Business Cases Foundation and Practitioner Training

Duration: **5 Day**

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This five-day course provides delegates with a thorough understanding of the five case model for creating Business Cases as mandated by HM Treasury. During the course we introduce the five cases and how they relate to the Government gateway reviews of spending and the three stages of development which culminates in the fully fledged Business Case. We also explain how these three stages are broken down into steps and actions.

Throughout the course, our experts help delegates understand the benefits of adopting the five case model by use of examples from the real world.

All relevant course materials are provided. The course includes the Better Business Cases Foundation and Practitioner Examinations.

## Prerequisites

No prerequisites are necessary for attendance, although delegates would benefit from some experience of creating business cases for large capital expenditure projects and an appreciation of financial terminology.

**Pre-Course Reading**

- Delegates are provided with a copy of the Better Business Cases - Full Guidance document. This 152 page document is the basis for the course as well as the Foundation and Practitioner exams. Ideally delegates will have read this document but they must have read at least the first three chapters.
- Delegates are also expected to have read and completed the two exercises in the pre-reading.

## What You Will Learn

At the end of this course you will be able to:

- Understand the importance of the Business Case
- Understand how the proposal fits with an organisation's strategic vision
- Establish the clear need for change
- Set clear objectives
- Determine 'value for money' solutions
- Consider a wide range of solutions and optimise the 'long list' into the 'short list'
- Ascertain whether the proposal is affordable and viable
- Consider such aspects as Risk, Procurement, Benefits and Management
- Consider the proposal to be able to deliver a successful delivery

## Training Outline

The Better Business Cases course uses QA's unique multimedia case-studies and accelerated-learning

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techniques to ensure that theory is embedded and delegates feel confident in the practical application of this model. Additional evening work will be required in the form of consolidation reading and mock examination questions. The evening work is an integral part of the course and delegates should expect to spend approximately two hours on these activities.

The Foundation exam will be taken at the end day two. Delegates must pass the Foundation exam before taking the Practitioner exam.

The course will cover the following syllabus areas:

**Five case model Overview**

Delegates are introduced to the world of projects and capital expenditure. The individual five cases will be explored at a high level and the delegates will be shown how these five cases interact to form a cohesive whole.

**Developing the Strategic Case**

The following areas will be discussed:

- Defining the case for change
- Setting SMART objectives
- Defining benefits
- Defining key risks
- Balancing Effectiveness / Economy / Efficiency

**Developing the Economic Case**

The following areas will be discussed:

- Options framework analysis
- Defining the 'long list'
- Benefits appraisals
- Risk appraisals
- Turning the 'long list' into a 'short List' and a 'preferred option'

**Developing the Commercial Case**

The following areas will be discussed:

- Determining the procurement strategy
- Apportioning risk
- Determining payment mechanisms

**Developing the Financial Case**

The following areas will be discussed:

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- Ascertaining affordability
- Securing relevant funds
- Determining capital requirements
- Net effect on prices

**Developing the Management Case**

The following areas will be discussed:

- Defining project management controls
- Defining change controls
- Define benefit measurement arrangements
- Define risk management arrangements
- Define post project evaluation processes

**Better Business Cases Foundation Examination**

Key exam information:

- 40 minutes long
- Closed book
- 50 multiple-choice questions
- 50% pass mark

**Better Business Cases Practitioner Examination**

Key exam information:

- 2.5 hours long
- Open book (Manual for this course only)
- 4 questions with 20 marks available per question
- 50% pass mark

Throughout the Better Business Cases Practitioner course, delegates will be exposed to numerous examples of examination questions. We will undertake a number of exercises and 'question-and-answer' sessions that will help to consolidate the learning, thereby ensuring that delegates are more than adequately prepared for the exams.