

# Assurance Practitioner Course Syllabus

Alignment to APM Body of Knowledge

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# 1 Assurance Practitioner Syllabus

The Wellington Assurance Practitioner has been accredited by the APM, as well as recognised by Course Conductor as a Market Leading course for PMO people to develop their skills professionally and personally.

Coverage of Learning Outcomes	APM Body of Knowledge Reference	APM Guide to Integrated Assurance
<b>1. Introduction to Integrated Assurance</b> <ul style="list-style-type: none"> <li>Assurance Definition</li> <li>The need for Assurance</li> <li>Benefits of effective assurance</li> <li>The Six Principles of Integrated Assurance                             <ol style="list-style-type: none"> <li>Independence</li> <li>Accountability</li> <li>Planning &amp; Coordination</li> <li>Proportionate</li> <li>Risk based</li> <li>Impact, follow-up, and escalation</li> </ol> </li> <li>What does good Integrated Assurance look like</li> </ul>	1.3.2, 2.2.4, 2.2.6, 2.2.4, 4.3.3, 4.3.8	1.1, 3.1, 2, 3.2, 3.4
<b>2. The Organisational Landscape of Integrated Assurance</b> <ul style="list-style-type: none"> <li>The Context of Integrated Assurance</li> <li>Assurance Roles and Responsibilities</li> <li>Suppliers &amp; Customers of Assurance</li> <li>Determining the Assurance Scope</li> <li>Assurance, Project Controls, and the PMO</li> <li>Assurance Interrelationships</li> </ul>	1.1.1, 1.3.1, 1.3.5, 1.3.10, 3.1, 4.1.2, 4.1.4, 4.3.1, 2.2.1	3.2, 3.3, 4
<b>3. Dimensions of Integrated Assurance</b> <ul style="list-style-type: none"> <li>Why Integrate Assurance?</li> <li>Multiple Stakeholders</li> <li>Governance Hierarchy</li> <li>Lifecycle Stages</li> <li>Level of Independence</li> </ul>	3.1, 1.3.1, 1.2.1, 3.3.5	1.1, 3.2, 3.3
<b>4. Levels of P3 Integrated Assurance</b> <ul style="list-style-type: none"> <li>Project Assurance</li> <li>Programme Assurance</li> <li>Portfolio Assurance</li> </ul>	2.1.1, 2.1.2, 2.1.3	3.5, 3.6
<b>5. Review Types</b> <ul style="list-style-type: none"> <li>Self-assessment</li> <li>Stage Gate Review</li> <li>Project Health Check / Critical Friend</li> <li>Post-Implementation Review</li> <li>Benefits Realization Review</li> <li>Quality Review</li> <li>Project Audit</li> <li>In-flight / Deep dive/ Pulse Review</li> </ul>	2.2.4, 4.3, 1.3.6, 1.3.7, 2.2.2, 2.2.4, 2.3.1, 2.3.3	
<b>6. Integrated Assurance Tools and Techniques</b> <ul style="list-style-type: none"> <li>Measures for Assuring Projects</li> <li>The Assurance prioritisation matrix</li> </ul>		A1.1
<b>7. Developing an Integrated Assurance Model</b> <ul style="list-style-type: none"> <li>The 'Three Lines of Defence' Model</li> </ul>	1.1, 1.3.1, 1.3.2	A1.2, A1.3

<ul style="list-style-type: none"> <li>• The Integrated Assurance Strategy</li> <li>• The Integrated Assurance Map</li> <li>• The Integrated Assurance Plan</li> </ul>		
<b>8. Implementing the Integrated Assurance Plan</b> <ul style="list-style-type: none"> <li>• The Integrated Assurance Cycle</li> <li>• Stakeholder consultation and engagement</li> <li>• Identification of risk</li> <li>• Reporting requirements and assurance levels</li> <li>• Hierarchy of reporting</li> <li>• Selection of assurance providers</li> <li>• Gathering evidence</li> <li>• Reporting the results</li> <li>• Handling difficult conversations</li> </ul>	1.3.2, 1.3.1, 3.1, 3.2.7, 3.3.1, 3.3.4, 4.2.2, 4.3	3.3, A1.3
<b>9. Integrated Assurance Competencies</b> <ul style="list-style-type: none"> <li>• Ethics in Integrated Assurance</li> <li>• Integrated Assurance Competencies</li> </ul>	1.3.9, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.3	
<b>Assessment</b>	<b>60 questions, 60 minutes</b>	

## 1.1 Further reading

- > How to Start the Conversation [Read More](#)

## 1.2 Virtual Logistics

Wellingtone can offer the virtual in-house Assurance Practitioner course via **Microsoft Teams** of **Zoom**\*

Prior to the course, delegates will be asked for their physical address and a training pack will be sent via courier to them wherever they are, along with guidance on how to utilise the virtual classroom.

\* Zoom is the preferred option for delivering virtual courses as it includes enhanced functionality

## 1.3 Upcoming Public Courses

Upcoming public courses are available on our websites:

[Wellingtone UK](#)

[Wellingtone España](#)

## 2 Contact us



[www.wellingtone.co.uk](http://www.wellingtone.co.uk)

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### 3 About Wellington

Wellington have been taking a diverse mix of organisations to the future of work management since 2001, clients include:



#### 3.1 Client Statements

“Wellington didn’t just focus on the IT implementation – they added value to the strategic process and decision making, and they stayed in constant communication to ensure we were up and running as quickly and smoothly as possible.

**Laura Parkinson, Senior Programme Manager - Cumbria NHS**



**ACCA**

“We found Wellington’s approach refreshing. It felt more like a partnership than a supplier relationship, and they delivered on what they had promised. I would recommend them to anyone who’s considering making the move to Project Online.”

**Sarah Olliffe, Senior PMO Analyst - ACCA**

“I would recommend Wellington due to their approachability, flexibility and expert grounding in the world of project management. That’s their focus. It’s not just about software implementation for them.”

**Scott Young, PMO Manager - Leicestershire County Council**



#### 3.2 Case Studies

A number of relevant case studies are available on the [Wellington Website](#)

### 3.3 Our Differentiators

# We can support you with the entire journey.

Gold  
Microsoft Partner



#### Technology Services

As a Microsoft Gold Partner with the PPM Specialisation we help organisations to work smarter

[Read more](#)



#### Consultancy Services

Our services focus on modernising PPM / PMO ways of working, methodology & governance

[Read more](#)



#### Training Services

Ground-breaking public and customised in-house PPM / PMO and Microsoft technology related training courses

[Read more](#)



#### Axelos Consulting Partner

An Accredited Axelos Consulting Partner able to deliver P3M3 Assessments.

[Read more](#)



#### G-Cloud Supplier

UK public sector organisations can use the Digital Marketplace to work directly with us.

[Read more](#)



#### PMO Global Alliance

We are the UK partner for this global community. Our annual conference, FuturePMO is the home of the annual Global PMO of the Year Awards, involving +64 countries.



#### Market Leader in PMO Training

Wellington has been independently Accredited by Course Conductor as a Market Leader for PMO training.

[Read more](#)

### 3.3.1 FuturePMO Conference



FuturePMO is a unique, fun, informative, inspiring and friendly 1-day PMO Conference conceived by Wellington and designed to push the boundaries of your PMO thinking, to look towards the future.

[Read more](#)

### 3.3.2 The State of Project Management Report



The State of Project Management is an annual report published by Wellington with contributing input from several APM Specific Interest Groups (SIG), and University College London. This is one of the largest pieces of research of its kind each year with 100's of organisations taking part.

[Read more](#)

### 3.3.3 Project Management Day of Service



Project Management Day of Service (PMDoS)<sup>®</sup> was started in 2014 in the US by PM4Change, a group of 40 project managers interested in giving back. Driven by an all-volunteer PMO, the first event brought together 300 volunteers to provide pro bono PM services to 100 charities. The Wellington partnership with PM4Change means we are the exclusive UK Partner and run two PM Day of Service events each year in the UK, often using Microsoft conference space.

[Read more](#)