

THE IT-CAPABILITY MATURITY FRAMEWORK: *CORE* COURSE DESCRIPTOR

PURPOSE OF THE COURSE:

The course introduces participants to IT-CMF concepts, methodologies, and practices at the macro capability and critical capability levels of the framework, based upon a broader introduction to the framework as a whole. An understanding of IT Capability Maturity Framework core concepts and associated processes, models, and activities are a pre-requisite to understanding and using IT-CMF critical capabilities to improve capa.

The IT-CMF *Core* course is rated as a Tier 2 Certified Training programme on the Innovation Value Institute's *IT-CMF 5-Tier Education Model*. The course is designed to enable Executives, Senior Managers, IT professionals and other stakeholders in an organisation's IT function to use the IT Capability Maturity Framework (IT-CMF).

Candidates who complete the course and successfully pass the relevant examination will attain the **IT-CMF Associate** qualification.

THIS THREE-DAY COURSE:

- Develops core IT-CMF concepts.
- Covers many aspects of the framework, the 4 Macro Capabilities, and the 33 Critical Capabilities.
- Provides a close-up look at the framework's rich content and tools.
- Provides in-depth exploration of the structure of IT-CMF Critical Capabilities.

AT THE END OF THIS COURSE YOU WILL BE ABLE TO:

1. Describe the structure of the framework
2. Explain how the framework can be used to resolve an organisation's IT challenges
3. Describe the types and applications of IT-CMF assessments
4. Describe the IT-CFM assessment process
5. Interpret IT-CMF assessment results
6. Understand and navigate the components of IT-CMF Critical Capabilities
7. Understand how IT-CMF Critical Capabilities can be used to improve business value of IT
8. Apply knowledge of selected IT-CMF Critical Capabilities to increase IT capability maturity

TARGET AUDIENCE:

- Individuals who wish to attain the **Associate IT-CMF Professional Certificate** or build their qualifications towards becoming an **IT-CMF Professional Certificate** or **Senior IT-CMF Professional**.
- Individuals who wish to build their qualifications towards the **IT-CMF Instructor Certificate** and **Senior IT-CMF Instructor**.
- Anyone, regardless of specialism, who wishes to use the IT-CMF to discover how the framework can build capability maturity in an IT organisation and increase the business value of IT.

SUPPORTING COLLATERAL

- IVI Booklet
- IT-CMF Critical Capability Quick Scan Card Book
- IT-CMF Overview Booklet
- IT-CMF FAQ
- Benefits Assessment and Realisation marketing booklet
- Case Studies
 - British Petroleum
 - Chevron
 - Intel
- Access to Online Assessment Tool
- Online Assessment Tools Administrator's Quick Start Guide
- Access to IT-CMF Critical Capability supporting documentation via the Innovation Value Institute wiki

COURSE SCHEDULE AND ACTIVITIES

DAY ONE

Topic	Duration (mins)	Time
Welcome, introductions & agenda	45	9.00am
IT-CMF Structure and Benefits	30	
Coffee	15	10.15am-10.30am
Exercise 1.1 - "Intro to Green Book"	30	
Types of Assessment	40	
The Assessment Process	50	
Lunch	60	1.00pm-2.00pm
Exercise 1.2 - "Elevator Pitch"	30	
Assessment Results Walk-through	45	
Coffee	15	3.15pm-3.30pm
In-depth Look at Critical Capabilities	50	
Instructions for "Homework" - Complete Strategic Planning CC-level assessment	20	
Day 1 Summary & Q+A	20	5.00pm
17:15	Wrap	
Bridging Activity: Complete an IT-CMF online CC-level assessment.	About 45 minutes	

DAY TWO

Topic	Duration (mins)	Time
Day 1 review - feedback on using the assessment tool, Day 2 Agenda	15	9.00am
Introduction to IT-CMF Macro Capabilities	75	
Coffee	15	10.30am- 10.45am
Macro Capability Exercise	60	
SP Module 1	45	
Lunch	60	12.30pm-1.30pm
SP Exercise 1 - Strategic Alignment & Strategic Value Delivered	60	
SP module 2	45	
Coffee	15	3.15pm-3.30pm
SP Exercise 2 – Company A	75	
Instructions for "Homework" - Complete sample Certification test	5	
Wrap		5.00pm
Bridging Activity: Complete sample IT-CMF Certification Examination	60 minutes	

DAY THREE

Topic	Duration (mins)	Time
Day 2 review - sample test feedback / Q+A - Day 3 Agenda	30	9.00am
ITG Module 1	45	
Coffee	15	10.15am-10.30am
ITG Exercise 2 – Automotive case study	60	
ITG Module 2	45	
ITG Exercise 2 – Company A	60	
Lunch	45	13.15pm-14:00pm
The Assessment Process In Detail	90	
Certification Exam Overview	60	
Wrap at approximately		4.30pm

MODULE DESCRIPTORS AND LEARNING OBJECTIVES

DAY ONE

MODULE 1.1: INTRODUCTION TO THE IT-CAPABILITY MATURITY FRAMEWORK AND THE INNOVATION VALUE INSTITUTE (IVI)

LEARNING OBJECTIVES

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

1. Articulate the need for IT-CMF
2. Describe how IVI has responded to the market need
3. Define the key elements of the IT-Capability Maturity Framework
4. Identify the value of the framework for a client
5. Describe how organisations can use the IT-Capability Maturity Framework

MODULE 1.2: THE STRUCTURE OF IT-CMF

LEARNING OBJECTIVES

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

1. Describe the structure of IT-CMF
2. Describe the purpose of the four IT-CMF Macro Capabilities
3. Describe the purpose of IT-CMF Critical Capabilities
4. List the artefacts associated with a CC
5. Describe the use of CC artefacts

MODULE 1.3: TYPES OF IT-CMF ASSESSMENTS

LEARNING OBJECTIVES

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

- Describe how assessments are used to understand maturity
- List the types and objectives of IT-CMF assessments
- Describe the purpose of a CC cluster
- Distinguish between cluster assessment scenarios

MODULE 1.4: THE ASSESSMENT PROCESS

LEARNING OBJECTIVES

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

1. Describe the pre-assessment activities associated with a cluster assessment
2. Describe the phases of IT-CMF assessments
3. List IT-CMF assessment roles and responsibilities
4. Outline the sequence of assessment activities
5. List IT-CMF assessment success factors
6. Describe how IT-CMF assessments typically work

MODULE 1.5: ASSESSMENT RESULTS WALK-THROUGH

LEARNING OBJECTIVES

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

1. Discuss an example of real-world executive assessment
2. Discuss assessment results with the client
3. Propose a maturity improvement plan

MODULE 1.6: AN IN-DEPTH LOOK AT IT-CMF CRITICAL CAPABILITIES

LEARNING OBJECTIVES

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

1. Describe the key components of a Critical Capability
2. Use the key CC artefacts to build your knowledge of a Critical Capability
3. Describe target outputs of a Critical Capability assessment

DAY TWO

MODULE 2.1: INTRODUCTION TO IT-CMF MACRO CAPABILITIES

LEARNING OBJECTIVES

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

1. Describe the four Macro Capabilities
2. List the Five Capability Maturity Levels across the Macro Capabilities
3. Describe the characteristics of a competitive IT organisation
4. Discuss the challenges in developing a capable IT organisation
5. Define IT capability
6. Define IT Business Value

MODULE 2.2: AN IN-DEPTH LOOK AT THE STRATEGIC PLANNING CRITICAL CAPABILITY

LEARNING OBJECTIVES

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

1. Describe the key components of the Strategic Planning critical capability
2. List the Strategic Planning categories
3. List the Strategic Planning capability building blocks
4. Describe the key outputs of the Strategic Planning assessment
5. Describe Strategic Planning Practices, Outcomes and Metrics

MODULE 2.3: APPROACHES, MODELS, FRAMEWORKS, AND PRACTISES ASSOCIATED WITH STRATEGIC PLANNING TO ADD BUSINESS VALUE TO IT

LEARNING OBJECTIVES

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

1. Identify approaches, models, frameworks, and practises associated with Strategic Planning to add business value to IT
2. Select areas of focus for use of Strategic Planning

DAY THREE

MODULE 3.1: AN IN-DEPTH LOOK AT THE IT LEADERSHIP & GOVERNANCE CRITICAL CAPABILITY

LEARNING OBJECTIVES

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

1. Describe the key components of the IT Leadership & Governance critical capability
2. List the IT Leadership & Governance categories
3. List the IT Leadership & Governance capability building blocks
4. Describe the key outputs of the IT Leadership & Governance assessment
5. Describe IT Leadership & Governance Practices, Outcomes and Metrics

MODULE 3.2: IDENTIFY IT LEADERSHIP & GOVERNANCE APPROACHES, MODELS, FRAMEWORKS, AND PRACTICES TO ADD BUSINESS VALUE TO IT

LEARNING OBJECTIVES

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

- Identify approaches, models, frameworks, and practises associated with IT Leadership & Governance to add business value to IT
- Select areas of focus for use of IT Leadership & Governance in organisations

MODULE 3.3: THE IT-CMF ASSESSMENT PROCESS IN DETAIL

LEARNING OBJECTIVES

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

1. Describe the primary IT-CMF assessments types
2. List the phases of an IT-CMF assessment
3. Describe the activities for each phase of an IT-CMF assessment
4. Outline the sequence of assessment activities
5. Describe the data gathering techniques used in IT-CMF assessments
6. Describe the key aspects of managing an IT-CMF assessment

MODULE 3.5: COURSE SUMMARY

LEARNING OBJECTIVES

This module will cover:

1. IVI IT-CMF 5-Tier Approach to Education
2. IT-CMF Certification
3. IT-CMF Study Guide
4. Sitting the Examination

FIND OUT MORE:

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