

# OGC Best Practice Portfolio

Official and complementary publications explained

The lower half of the page features a large, abstract graphic design in various shades of blue. It consists of several overlapping, curved shapes that resemble stylized leaves or petals, creating a sense of movement and depth. The background is a solid, dark blue, and the graphic elements are rendered in lighter, medium, and darker blue tones.

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# OGC Best Practice Portfolio

## Official and complementary publications explained

The Office of Government Commerce (OGC) has made significant investment in developing and maintaining a portfolio of Best Practice guidance (The Official Portfolio). These products were created to help UK government organisations to develop capability and deploy best practice in the disciplines of programme, project and risk management and IT service management.

OGC's Best Practice products present flexible, practical and effective guidance, drawn from a range of the most successful global business experiences. Distilled to its essential elements, the guidance can then be applied to every sort of business and organisation. The products have helped improve processes and operations for organisations of all sizes – including small businesses, public sector organisations and major global enterprises.

### The OGC Portfolio includes<sup>1</sup>:

- PRINCE2™ – for project management
- Managing Successful Programmes (MSP™) – for programme management
- Management of Risk (M\_o\_R®) – for risk management
- ITIL® – for IT service management.



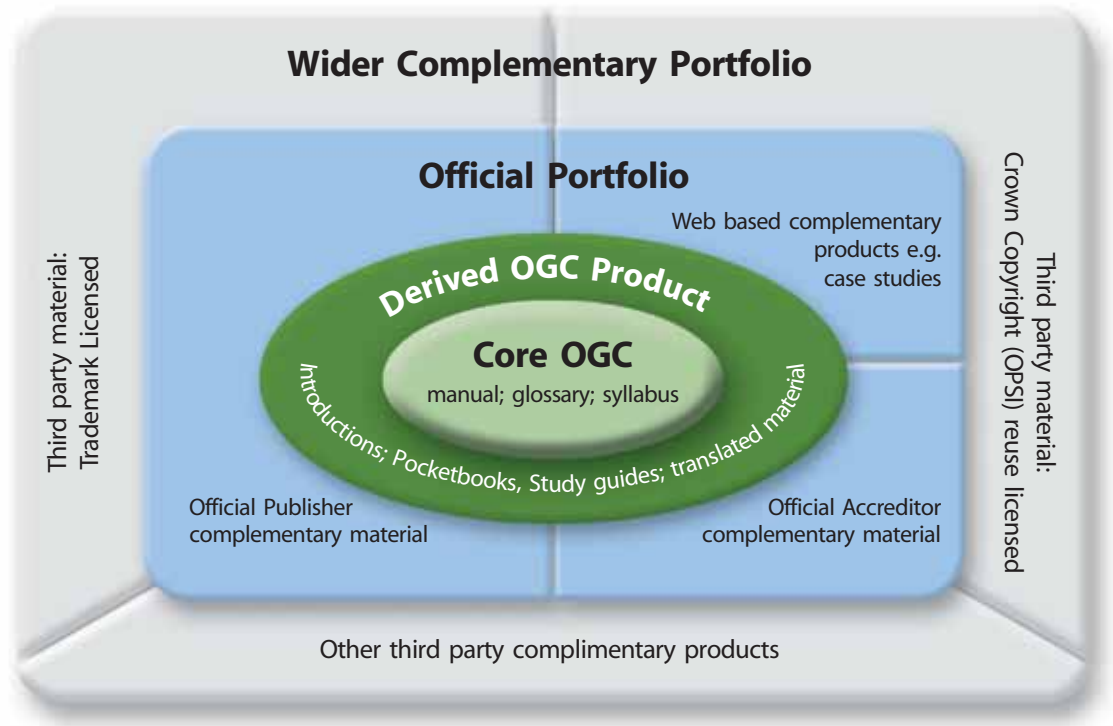
These products have been created by, or on behalf of the OGC, which therefore owns the embodied intellectual property (trademarks and copyright).

A set of books can describe the best practice principles which need to be adopted, but is not necessarily enough to enable organisations' adoption of the frameworks. To support adoption, OGC feels it is important that individuals can demonstrate they have knowledge and competence in use of these approaches. This competence is shown through qualifications, which reflect an individual's professional standing and experience or the training they have received.

The Official Portfolio is supported through commercial arrangements for services in publishing and accreditation of training and consultancy activities. The provision of these services is achieved through contracts awarded in July 2006 to The Stationery Office (TSO) as Official Publisher and APM Group Ltd (APMG) as Official Accreditor.

<sup>1</sup> PRINCE2, MSP, M\_o\_R and ITIL are all trademarks of OGC.

Figure 1 is a diagrammatic representation of the Official Portfolio and the wider complementary portfolio:



**The Official Portfolio includes:**

- The OGC required products (shown in green). These are the OGC Core reference material and a range of derived products. All products that are OGC-required are “Crown copyright – value-added”
- Complementary material from the Official Publisher, including free-of-charge white papers and case studies as well as a range of commercial products (shown in blue)
- Complementary material from the Official Accreditor, including project management maturity models (shown in blue).

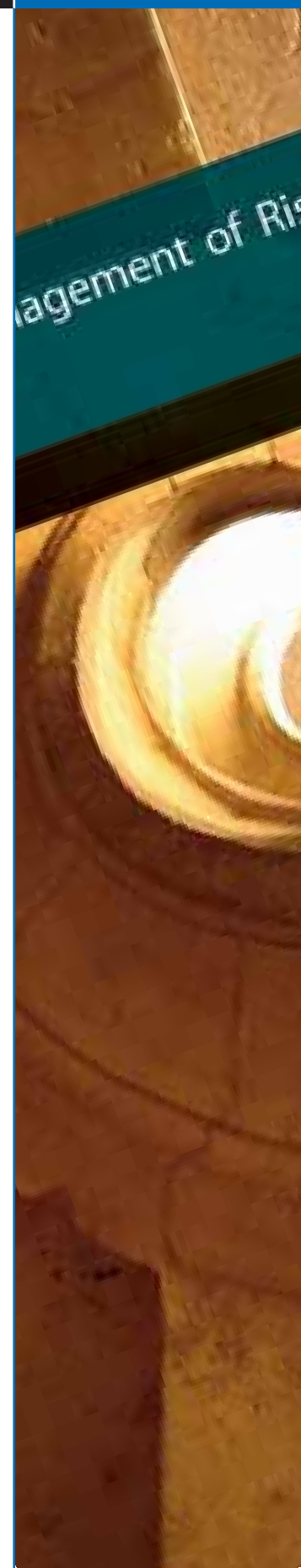
The nature of the OGC core products is such that they need to be interpreted and adapted for use. As a result of feedback from the marketplace, OGC-required products include all Core products and a restricted set of derived products. These derived products include introductions to the framework(s), specific pocketbooks covering key elements of the core framework and study guides in support of the emerging qualifications.

Annexes A and B document what is currently available in the Official Portfolio and what is currently in production and therefore will be available in the short term. It should be noted that the details here are an indication of our intent but do not represent an absolute commitment to publish specific products in a given timescale – OGC with TSO and APMG reserve the right to change our plans as we deem necessary.

We wish to encourage development of a wide range of additional products to support the growing International community interested in qualifications and better implementation of the frameworks. To enable this approach we have set up mechanisms for third parties to reuse OGC intellectual property and to get recognition for their resulting product(s).

**The Wider Complementary Portfolio** recognises three levels of product, some of which go through a review to confirm their alignment with the OGC material. These levels are:

- 1** those which are quality reviewed and have licensed use of the trademarks and associated re-use of Crown copyright material. These will be able to carry an endorsement mark from APMG on behalf of OGC. For further information visit
  - [www.apmgroup.co.uk/IntellectualProperty/TrademarkLicensing.asp](http://www.apmgroup.co.uk/IntellectualProperty/TrademarkLicensing.asp) or
  - [www.apmgroup.co.uk/Accreditation/ProductEndorsements.asp](http://www.apmgroup.co.uk/Accreditation/ProductEndorsements.asp)
- 2** those products which have obtained an OPSI license for re-use of Crown copyright material, but not associated trademarks. These are not formally reviewed but are checked to ensure they conform to the licence issued. For further information visit
  - [www.opsi.gov.uk/click-use/value-added-licence-information/index.htm](http://www.opsi.gov.uk/click-use/value-added-licence-information/index.htm)
- 3** other products that are not licensed or reviewed as they do not re-use Crown copyright material or trademarks.



# OGC Best Practice Portfolio

## Official and complementary publications explained

### Use of logos on products

OGC has introduced its swirl logo to act as a mark of quality.



This logo is used by OGC, its partners (TSO and APMG) and, through licensing arrangements, the accredited community including examination institutes and accredited training providers.

For third party products the endorsement mark denotes this is a high-quality product appropriately aligned to the OGC material. Example endorsement marks are:



OGC has introduced this scheme to encourage the development of innovative, high-quality products by third parties. This mark provides customers and users with a wide choice of easily identified, quality products.

### Licensed products can be listed on the relevant 'official site'

To ensure that the community is provided with a reliable, up-to-date source of information, OGC has launched official websites for its best practice guidance. These sites offer the latest details on the products and associated services. The websites are:

- [www.best-management-practice.com](http://www.best-management-practice.com)
- [www.itil-officialsite.com](http://www.itil-officialsite.com)
- [www.mor-officialsite.com](http://www.mor-officialsite.com)
- [www.msp-officialsite.com](http://www.msp-officialsite.com)
- [www.prince-officialsite.com](http://www.prince-officialsite.com)

Alongside the official portfolio, the website will list third party products which have been licensed (i.e. categories 1 and 2 above). Note: We are currently developing this aspect of the websites and expect to list licensed third party products from Q1 2008.

### Protecting the OGC Intellectual Property Rights (IPR)

OGC, as part of the UK Government, has an obligation to manage, administer and protect its assets. This includes intellectual property whether trademarks or copyright.

OGC, with its partners, invests time and resources into creating its products and our IPR protection team will pursue any infringements of use of these rights in order to protect OGC's reputation, integrity and products.

We proactively monitor websites, attend conferences and trade fairs and listen to the accredited organisations to maintain awareness of offerings in the marketplace. Where appropriate we take action to remove infringing materials.

Information concerning potential infringements is welcome. Details should be forwarded to [ogcinfringements@tso.co.uk](mailto:ogcinfringements@tso.co.uk) so that they can be investigated. Anyone raising an infringement must identify themselves and provide as much information about the infringement as possible.



# OGC Best Practice Portfolio

## Official and complementary publications explained

### Annex A: Official Portfolio Publications List: ITIL

Note: this list does not include the full ITIL back catalogue (e.g. version 1) as we are currently assessing their future applicability – a full list will be provided when we have completed our analysis.

#### Available Core titles: ITIL

ITIL v3	ITIL v2
<ul style="list-style-type: none"><li>■ Service Strategy (2007)</li><li>■ Service Design (2007)</li><li>■ Service Transition (2007)</li><li>■ Service Operation (2007)</li><li>■ Continual Service Improvement (2007)</li><li>■ Glossary</li><li>■ Acronyms</li></ul>	<ul style="list-style-type: none"><li>■ Service Support</li><li>■ Service Delivery</li><li>■ Security Management</li><li>■ Applications Management</li><li>■ Planning to Implement Service Management</li><li>■ ICT Infrastructure Management</li><li>■ ITIL Business Perspective</li><li>■ ITIL Business Perspective 2: The Business View on Successful IT Service Delivery</li></ul>

#### Web-based products

- Syllabus for the qualification scheme

#### Available OGC-derived titles: ITIL

ITIL v3	ITIL v2
<ul style="list-style-type: none"><li>■ The Official Introduction to the ITIL Service Lifecycle (2007)</li><li>■ Translated Glossary in French, Latin American Spanish, European Spanish, Brazilian Portuguese, Japanese and German</li><li>■ Official ITIL Foundation Study Aid</li></ul>	<ul style="list-style-type: none"><li>■ Introduction to ITIL</li><li>■ ITIL Small-scale Implementation</li><li>■ Glossary – including translated versions</li></ul>

**Available Official Publisher Titles: ITIL**

ITIL (version 2) Software Asset Management

*Web-based products*

- ITIL process map
- An introductory Overview of ITIL – v3 (in partnership with itSMFI)

**Forthcoming OGC Required Titles: ITIL***Derived*

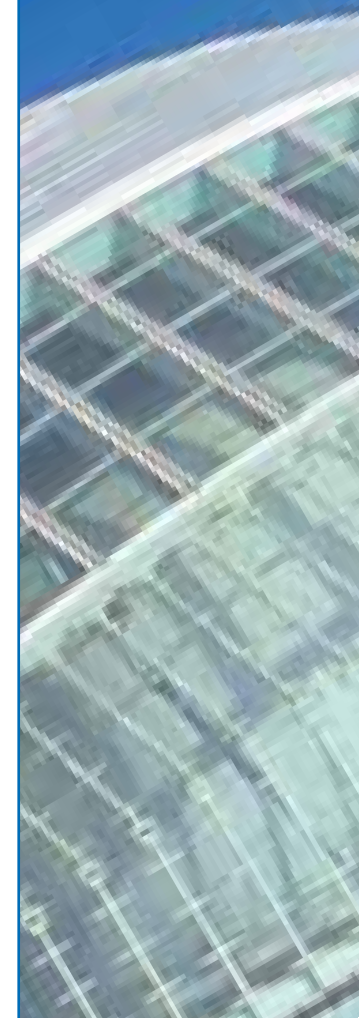
- Pocketbook – Key Element Guide – Service Strategy – due Jan 08
- Pocketbook – Key Element Guide – Service Design – due Jan 08
- Pocketbook – Key Element Guide – Service Transition – due Jan 08
- Pocketbook – Key Element Guide – Service Operation – due Jan 08
- Pocketbook – Key Element Guide – Continual Service Improvement – due Jan 08
- ITIL Small-scale Implementation (updated from v2) – due Mar 08
- Official ITIL Service Lifecycle Study Aid – publication TBC (Q1 2008)
- Official ITIL Capability Stream Study Aid – publication TBC (Q1 2008)

Translated versions of the core manuals focused on 6 priority languages (see glossary list above) – various dates to mid 2008.

**Forthcoming Publisher Complementary Titles: ITIL***Web-based white papers*

- Alignment guide between ITIL and COBIT (in partnership with ISACA)
- Alignment guide between ITIL and ISO 20000 (in partnership with ISO/BSI)

Management:  
Projects with DSDM



### Annex B: Official Portfolio Publications List : Project, Programme and Risk Management (PPR)

*Note: this list does not include the full PPR back catalogue as we are currently assessing their future applicability – a full list will be provided when we have completed our analysis.*

#### Available Core titles: PPR

- Managing Successful Projects with PRINCE2 (2005)
- Managing Successful Programmes (2007)
- Management of Risk: Guidance for Practitioners (2007)

#### *Web-based*

- P2M2 maturity model
- P3M3™ maturity model
- Syllabus for each qualification scheme (PRINCE2, MSP and M\_o\_R)
- Common Glossary

#### Available OGC-derived titles: PPR

- For Successful Project Management: Think PRINCE2
- PRINCE2 Pocketbook
- Managing Successful Programmes Pocketbook
- Management of Risk Pocketbook
- Tailoring PRINCE2
- People Issues & PRINCE2
- Business benefits through Programme and Project Management
- Passing the PRINCE2 Examinations

#### *Translated products*

- Glossary: Danish, Dutch, German, Polish, French, Bulgarian, Spanish, Italian, Arabic, Greek, Japanese, Mandarin Chinese, Vietnamese, Russian
- PRINCE2 manual: Danish, Polish, and Chinese
- MSP: Mandarin Chinese

**Available Official Publisher Titles: PPR**

- Agile Project Management: Running PRINCE2 projects with DSDM
- Improving Project Performance using P2MM
- Managing portfolios of change: Integrating MSP and PRINCE2
- Buying software: a best practice approach
- PRINCE2 for the Project Executive: Practical Advice for Achieving Project Governance

**Available Official Accreditor Titles: PPR**

- P2M2 maturity model assessment
- P3M3 maturity model assessment

**Forthcoming OGC Titles: PPR***Derived*

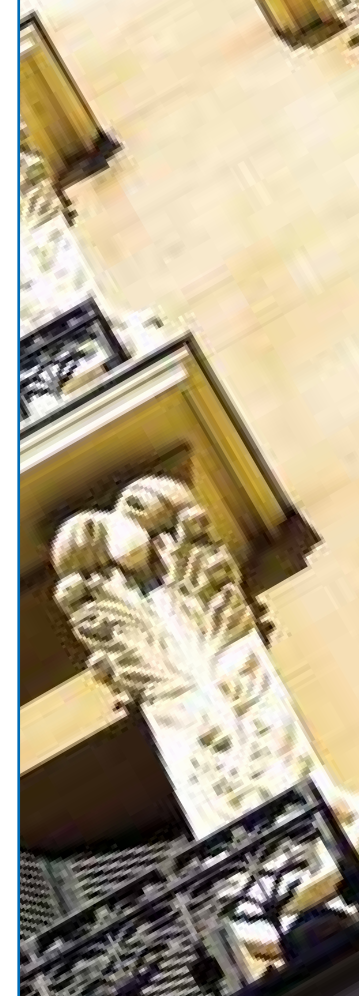
- For Successful Programme Management: Think MSP – Dec 07
- For Successful Risk Management: Think M\_o\_R – Dec 07

*Current projects to develop Core products*

- PRINCE2 update – TBC Q1 2009
- P3O™: Offices to support Portfolio, Programme and Project management – TBC Q3 2008
- P3M3 maturity model – update – TBC Q2 2008

Performance Using  
Model (P2MM)

rd





#### About OGC

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#### OGC Service Desk

OGC customers can contact the central OGC Service Desk about all aspects of OGC business.

The Service Desk will also channel queries to the appropriate second-line support. We look forward to hearing from you.

You can contact the Service Desk 8am – 6pm Monday to Friday

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**E:** [ServiceDesk@ogc.gsi.gov.uk](mailto:ServiceDesk@ogc.gsi.gov.uk)

**W:** [www.ogc.gov.uk](http://www.ogc.gov.uk)

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