

P3O® Foundation - Classroom Training

A P3O® model provides a decision enabling/delivery support structure for all change within an organisation. This may be provided through a single permanent office which may exist under several different names, for example Portfolio Office, Centre of Excellence, Corporate Programme Office. It may otherwise be provided through a linked set of portfolio, programme and project offices. A P3O® is essential for ensuring successful outcomes through the delivery of portfolios, programmes and projects.

Course Approach & Objectives:

This course is offered as a 3 day Foundation (or a 5 day Practitioner course) and is a mixture of input and practical sessions teaching to the 'Practitioner-level' syllabus, delivered by a PeopleCert approved trainer with practical experience of project management. The 3 day course incorporates the Foundation exam and the 5 day course incorporates both Foundation and Practitioner exams and includes additional focus on the application of the method using Practitioner-level tasks and objective test exam questions.

Delegates should spend approximately 10 hours pre-study in order to be well prepared for the course.

By the end of the course, delegates will be able to:

- Explain the P3O® model and state the key functions and services of a P3O®.
- Explain which P3O® model is most appropriate to your organisation's strategic objectives.
- Know the arguments for establishing a P3O® model and measuring its success.
- Know the roles and responsibilities associated with a P3O® service.
- Describe the tools and techniques used by a P3O®.
- Understand and describe the relationships between strategy, portfolio, programme and project, and how these different relationships affect management issues.
- Help delegates to operate effectively with colleagues and managers in a structured environment.

Who is the course designed for?

- Managers who need a structure for working alongside corporate organisational investments
- Individuals moving into a P3O® role, or existing portfolio, programme or project office roles.
- Team members employed within or alongside a support office.
- Anybody who needs to know the basics about providing portfolio, programme and project support.
- Project Managers keen to develop their skills and identify opportunities for career advancement.
- Any Support offices that may be known by a variety of titles such as: Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office.

Exam Information

Foundation: 1 hour, closed book, 75 multiple-choice questions.

Passing the exams will give you internationally-recognised professional qualifications.

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Course Content

Structured Approach to Managing Projects

- Setting the scene for a structured approach to managing all projects.

Overview and Principles

- Definitions: portfolio, programme, project; elements of a P3O® model
- The decision-supporting role and governance responsibility of a P3O®; analysing the effectiveness of the P3O® in assuming this role and these responsibilities
- Characteristics of a mature P3O®
- The differences between portfolio, programme and project offices.

Business Case for a P3O®

- Why invest in a P3O®?
- “Doing the right programmes/projects” versus “doing programmes and projects right” and the differences between them
- P3O® value matrix
- KPIs and their measurement.

P3O® Models and Tailoring

- Functional areas of a P3O®, including the skills and competences required
- Functions and services delivered by a P3O®
- Relationships with other corporate function offices
- Information assurance, including resource provision by a P3O®
- Sizing a P3O®, including different model types
- Impact of maturity on P3O® implementation.

Implementation

- Components of the permanent P3O® model lifecycle
- Definition stage of the permanent P3O® lifecycle
- Capability maturity, P3O® tools and techniques
- Blueprint: information flows and reporting requirement
- Temporary versus permanent P3O® model
- Key areas of focus of a temporary programme or project office.

Tools and Techniques

- Utilisation of tools and standard P3O® techniques
- CSFs for tools and techniques
- Collaborative integrated tools; enterprise tools
- Objectives and benefits of: portfolio prioritisation and optimisation; management dashboards; knowledge management; information portal; facilitation-workshop techniques; skills development and maintenance
- Knowledge management techniques
- Types of facilitated workshops
- “Swimlane” models - benefits and use.

Roles

- Management, generic and functional-based purpose of P3O® roles.

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