P3O® Foundation and Practitioner

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **5 Day**

Overview

The Portfolio, Programme and Project Offices (P3O®) guidance provides advice, supported by discussion and examples, on how to develop a governance structure that helps optimize an organization's investment in change alongside its business as usual work.

The P3O Foundation and Practitioner course, based on the 2013 guidance, comprises five days of trainer led instruction, with the Foundation examination on day three of the course and the Practitioner examination on day five of the course. The course will to provide delegates with a comprehensive and applied understanding of the P3O advice and prepare delegates for the P3O Foundation and Practitioner Certificate examination.

Target Audience

This course is aimed at members of offices within a P3O model or anyone who needs to understand the terminology and concepts underpinning a P3O.

- Senior managers wishing to gain an understanding of possible structures for supporting business change and the type and level of support that can be provided by Portfolio, Programme and Project Offices
- Senior Managers, Programme and Project Managers who require an understanding of how portfolio and programme offices can add value and enhance the delivery of strategic business change, benefits and capability
- Managers and/or staff who have been tasked to create delivery support structures and mechanisms within their organisation
- Experienced portfolio or programme office managers who need to review, revitalise or tailor current portfolio or programme office provision
- Portfolio office or programme office staff who need to understand the importance of their role
- Staff responsible for programme/project assurance

What You Will Learn

At the end of this course you will understand:

- How portfolio, programmes and projects relate
- Why it is important to provide appropriate support at all these levels
- The value of a P3O to the organization
- How to identify a 'best-in-class' P3O model
- How to identify different models for support provision, and the factors that influence their design
- To recognise the roles within a P3O
- To apply the main P3O principles
- how to identify the tools and techniques that support consistent delivery of functions and services
- To prepare for and take the P3O Foundation examination
- Develop the business case required to obtain senior management approval for the P3O
- Identify and build the most appropriate P3O model, which will adapt to the organization's needs, taking account of the organization's size and portfolio, programme and project management maturity
- Identify the most appropriate roles required to populate a specified P3O structure
- Plan the implementation of a P3O
- Choose and use appropriate tools and techniques while running the P3O and advising those who shape the portfolio of programmes and projects.

Delegates will also sit the P3O® Foundation and Practitioner examination.

Outline

Introduction and Overview

A high level introduction to the terminology used in the course and sets P3O's into an organisational context

- Definitions of Portfolio, Programmes, Projects and Business as Usual
- Relationships between project, programme, portfolio lifecycles

- High level P3O Model

Why have a P3O?

Examines the reason for having a P3O, and develops the business case to implement or reenergise a P3O.

- The value of a P3O
- Identifying the vision and need for a P3O
- Identifying the stakeholders for a P3O
- Developing a business case for the P3O
- P3O capability and linked benefits
- Overcoming common barriers to successful P3O implementation

P3O Models

Identifying the different ways that an organisation could implement a Portfolio, Programme or Project Office

- Different P3O models
- Sizing and Tailoring an appropriate model
- Functions and services of a P3O
- Integrating to P3O in an organisation
- P3O maturity and evolution
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- P3O Roles

Describing the typical roles and responsibilities within a P3O

- Management, generic, and functional roles
- Skills and competencies
- Staffing a P3O office

Operating a P3O

Describing the range of tools and techniques that can be used to support the functions and services of a successful P3O

- the differences between a tool and a technique
- 3 types of tool - Individual, Collaborative and Integrated
- Critical success factors in implementing a tool
- Benefits of various techniques including: Management dashboard, Portfolio prioritisation, Facilitated workshops, Business process swimlanes

P3O Implementation

Identifying the lifecycle to implement a new, or revitalise an existing P3O, both permanent and temporary offices

- Definition Stage and its key activities
- The Blueprint
- P3O information flows
- Risks to implementing a P3O

Examination

The P3O Foundation examination will be taken on the afternoon of day three of the course. The exam is a multiple choice exam consisting of 75 questions that must be answered in 1 hour. To be successful in this exam the delegate must correctly answer 35 or more questions. Delegates will be informed of their indicative result before they leave the course.

The P3O Practitioner examination will be taken on the afternoon of day five of the course. The exam is a multiple choice exam consisting of 80 marks (4 questions with 20 marks per question) that must be answered in 2 ½ hours. To be successful in this exam the delegate must get 40 or more marks. The exam allows the use of the 2013 version of the P3O manual. Delegates will be informed of their result by the examining body, normally within four weeks of course completion.