

P3O Portfolio Programme and Project Office: Practitioner with Foundation

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Overview

Organisations are under increasing pressure to change, they need to understand their capacity to change; to make sure they select the right changes; and to know how to deliver change in the most efficient and effective way

A P3O(r) model provides a decision enabling and delivery support structure for all change within an organisation, whether large or small

- Programmes and projects are selected and prioritised to ensure strategic objectives are being achieved.
- Ensuring the organisation has the capacity and capability to deliver the selected programmes and projects.
- Programmes and projects deliver the benefits needed to achieve strategic objectives.
- Help and guidance is provided for consistent standardised documentation and processes so that the organisation's performance can continually improve. No process can improve unless it is standardised.

This Practitioner level course and qualification covers the principles, techniques and structure for a implementing a Portfolio, Programme and Project Office, including a Centre of Excellence

Accredited APMG: Portfolio, Programme and Project Office (P3O): Foundation and Practitioner training is provided by an APMG-International Accredited Training Organisation

Audience

The training is appropriate for anyone requiring an understanding of Portfolio Management, and the supporting environment for successful programmes and projects

Managers attempting to provide a structure for prioritisation and control of corporate organisational investments, particularly those using [PRINCE2](#) (TM) and MSP (TM), although any methodology can be effectively improved using the P3O (r) model

Skills Gained

This course will enable delegates to

- Identify the most effective P3O (r) model to adopt to ensure strategic objectives are delivered.
- Understand the value a P3O (r) can offer an organisation and how it can be measured.
- Identify the functions and services a P3O (r) would offer.
- Know the roles and responsibilities needed to effectively deliver a P3O (r) service.

- Practice a range of strategic analysis and portfolio modelling techniques used within a P3O (r) .
- Understand the relationship between Strategy, Portfolio, Programme and Project Management.
- Learn how to implement or re-energise a P3O (r) .
- Understand the business case for a P3O (r) and how it integrates with the P3M3T Maturity Model.
- Prepare and sit the P3O (r) Foundation and Practitioner Certificates

Prerequisites

There are no pre-requisites for studying this course or qualification other than an understanding of the project and programme environment

Course Outline

The syllabus is based on the TSO publication "Portfolio, Programme and Project Offices: P3O (r) " and this text is recommended for those preparing to take this Practitioner examination

Overview and Principles:

- Definitions: portfolio, programme, project; P3O (r) -sourced in Glossary; elements of high-level outline P3O (r) model
- Decision-support role and governance responsibilities of a P3O (r) , including analysing effectiveness thereof
- Characteristics of a mature P3O (r) and differences between portfolio, programme and project offices

Why invest in a P3O (r) ?

- Elements that support 'doing the right programmes and projects' and those that support 'doing programmes and projects right' and the differences
- P3O (r) Value Matrix
- KPIs including their measurement

P3O (r) Models and tailoring

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

Implementation

- Components of the Permanent P3O (r) model lifecycle
- Definition stage of the Permanent P3O (r) lifecycle
- Capability maturity, P3O (r) tools and techniques
- Blueprint: information flows and reporting requirement
- Temporary versus permanent P3O (r) model
- Key areas of focus of a temporary Programme or Project Office

Tool and Techniques

- Utilisation of tools and standard P3O (r) 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
- Types of facilitated workshops

Roles

- Management and Generic and Functional Based Purpose of P3O (r) roles

P3O (r) Foundation Certificate (Day 3) and Practitioner Certificate (Day 5) Exams

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