

P3O[®] Foundation & Practitioner

The Portfolio, Programme and Project Offices (P3O) framework provides best-practice principles, processes and techniques to allow organisations to create and develop business support structures to manage change within the organisation. P3O has been developed to meet the need recognised by PRINCE2, MSP and M_O_R for a robust structure to support business change, and is a comprehensive set of principles, processes and techniques to facilitate effective portfolio, programme and project management. These structures also bridge the gap between the strategy/policy makers and those responsible for delivery and execution with the organisation.

Benefits to the individual

- Recognised qualification
- Greater confidence to make informed decisions about organisational change
- Better able to support the delivery of change

Benefits to the business

- Improved delivery of organisational change
- Improved delivery of programmes and projects
- Reduced risk of project failure
- Senior management are better able to make informed decisions on strategic alignment, prioritisation, risk management, optimisation of resource and are therefore more likely to successfully meet business objectives

Audience

Those taking an active role in any of the offices described in the P3O model

Those who need to understand the terminology and concepts underpinning P3O

Those who see the P3O model as a framework for their career path

Course duration

This is a five day course. The Foundation exam takes place on the third day and the Practitioner exam on the final day.

Pre-requisites

There are no pre-requisites for this course although delegates will be expected to complete five to eight hours of pre course reading and approximately two hours of homework per night during the course. Delegates must pass the Foundation exam in order to proceed to Practitioner level.



Course outline

The objective of this course is to enable delegates to understand:

- The high-level P3O model and its component offices
- The differences between Portfolio, Programme and Project Management
- The key functions and services of a P3O
- The arguments for establishing a P3O model
- The differences between types of P3O model and the factors that influence selection of the most appropriate model
- The processes to implement or re-energise a P3O
- The tools and techniques used by a P3O
- The purpose and major responsibilities of all roles
- Have the knowledge and understanding of the P3O guidance so they can design, implement, manage or work in any component office within a P3O model
- Understand the elements, roles, functions, tools and techniques deployed in a generalised P3O model
- Define the business case to obtain senior management approval for the P3O
- Build the right P3O model to adapt to the organisation's needs, taking account of the organisation's size and portfolio, programme and project management maturity
- Identify the most suitable roles required to populate a specified P3O structure
- Plan the implementation of a P3O
- Use tools and techniques in running the P3O and advising those who shape the portfolio of programmes and projects

Exam details

The 40 minute, closed book Foundation exam takes place on the third day. It consists of 50 multiple choice questions and the pass mark is 60%.

The 2.5 hour Practitioner exam consists of seven questions with a total of 70 marks available. The pass mark is 50%. Delegates may refer to the P3O guide during the exam but no other notes or materials are allowed.

Course content

Overview:

- Terms and key concepts relating to the Overview, Principles of a P3O model and its elements including the Introduction to P3O

Why have a P3O?

- Terms and key concepts relating to the justification for implementing a P3O
- How to apply key concepts relating to the justification for implementing a P3O within a given scenario
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the justification for implementing a P3O within a given scenario

Models & Tailoring:

- Terms and key concepts relating to selecting the right P3O model and its functions and services
- How to apply key concepts relating to models and tailoring within a given scenario
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to P3O models and tailoring within a given scenario

Implement & Re-energise:

- Terms and concepts relating to the processes to implement and re-energise a P3O
- Key concepts relating to implementing and re-energising a P3O

Implement & Re-energise cont/:

- How to apply key concepts relating to implementing and/or re-energising a P3O within a given scenario
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to implementing and/or re-energising a P3O within a given scenario

Tools & Techniques:

- Terms and key concepts relating to Tools and Techniques deployed by offices in a P3O model
- How to apply key concepts relating to the use of tools and techniques within a given scenario

Tools & Techniques cont/:

- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the use of tools and techniques within a given scenario

Roles:

- Terms and key concepts relating to the roles and responsibilities in a P3O model
- How to apply key concepts relating to the roles and responsibilities in a P3O model within a given scenario
- How to identify, analyse and distinguish between appropriate and inappropriate application of roles and responsibilities in a P3O model within a given scenario