

P3O[®] 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 see the P3O model as a framework for their career path

Course duration

This is a two day course. The exam takes place on the second day.

Pre-requisites

Delegates must have passed the Foundation exam in order to proceed to Practitioner level. 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.



Course outline

The objective of this course is to enable delegates to:

- 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

Over the two day course, the topics below are covered.

Course content

Why Have a P3O?

- Understand key concepts relating to the justification for implementing a P3O. Specifically the approach to getting the right investment in P3O and the impact of poor planning and inappropriate investment in the P3O model
- How a consensus-led approach can be used to develop a business case and the questions that should be asked at data gathering workshops
- How to apply key concepts relating to the justification for implementing a P3O
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the justification for implementing a P3O

Models and Tailoring

- The relationship between the different functional areas within a P3O model

Models and Tailoring cont:!

- How the main P3O model types found within organisations support the delivery of change, including the functions and services offered by and the relationships between the offices in each model
- The effect that the level of P3RM maturity of the organisation can have on the functions and services offered by a P3O
- How to apply key concepts relating to models and tailoring
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to P3O models and tailoring

Implement and Re-energise

- The key success factors inherent in the definition and start-up, running and close-down of a temporary Programme or Project Office and how these will influence the temporary P3O lifecycle
- How P3RM maturity will impact on the design of the P3O Model

Implement and Re-energise cont:!

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

Tools and Techniques

- The factors involved in the tailoring of programme and project approaches, and project complexity modelling
- Key questions for selecting and developing a tools requirements document for a P3RM solution techniques
- How to apply key concepts relating to the use of tools and techniques
- How to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the use of tools and techniques

Exam details

The two and a half hour Practitioner exam takes place on the second day of the course. It consists of seven questions per paper with a total of 70 marks available. The pass mark is 35/70 or 50%. Delegates may refer to the P3O guide during the exam but no other notes or materials are allowed.