

Portfolio, Programme & Project Offices (P3O®) Foundation Online

A P3O model provides the structure, governance, functions and services required for defining a balanced portfolio of change and ensuring consistent delivery of programmes and projects across an organization or department. It could successfully take many forms, all of which are explored within the P3O guidance – from a single all-encompassing physical office to a complex model made up of a permanent Portfolio Office supported by permanent hubs and temporary Programme/Project Offices. P3O is aligned to PRINCE2®, MSP®, and M_o_R® and brings together a set of principles, processes and techniques to help deliver projects or programmes within an organization or department.

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The main body of the course consists of seven lessons which cover the principles, techniques and structure for implementing a Portfolio, Programme and Project Office including a Center of Excellence through to the business case and planning for implementation.

BENEFITS

- ✓ Informed senior management decision making on strategic alignment, prioritization, risk management and optimization of resource to successfully deliver your business objectives (portfolio management)
- ✓ Identification and realization of business outcomes and benefits via programmes
- ✓ Successful delivery of project outputs that enable benefits realization, within time, cost and quality restraints

LEARNING OUTCOMES

On completion of this course candidates should understand the key principles and terminology within the P3O guidance. Specifically the candidate should understand the:

- ✓ High-level P3O model and its component offices
- ✓ Differences between Portfolio, Programme and Project Management
- ✓ Key functions and services of a P3O
- ✓ Reasons for establishing a P3O model
- ✓ Differences between types of P3O model and the factors that influence selection of the most appropriate model
- ✓ Processes to implement or re-energize a P3O
- ✓ Tools and techniques used by a P3O
- ✓ Purpose and major responsibilities of the defined roles

DURATION/PDUs

- ✓ Approximately 12 hours
- ✓ 18 PMP PDUs

EXAMINATION FORMAT

- ✓ 70 questions
- ✓ Multiple choice
- ✓ 50% required to pass
- ✓ 60 minutes duration
- ✓ Closed book

WHAT'S INCLUDED

- ✓ 12 months online access to our accredited P3O Foundation course
- ✓ Full tutor support, plus many additional materials to help put P3O into practice
- ✓ P3O Foundation mock exam revision tool

GET CERTIFIED!

- ✓ Purchase the P3O Foundation Exam and get accredited. Valid for 12 months from purchase date, the exam can be taken online. Examination purchased separately from the course.

OPTIONAL RESOURCE

- ✓ The P3O Manual

TARGET AUDIENCE

- ✓ Those requiring an understanding of Portfolio Management and the supporting environment for successful programmes and projects
- ✓ Managers attempting to provide a structure for prioritization and control of corporate organizational investments, particularly those using PRINCE2 and MSP although any methodology can be effectively improved using the P3O model
- ✓ There are no prerequisites for studying this course or qualification other than an understanding of project and programme environment



Learning Synopsis

P3O Overview

- ✓ What a P3O is and why it is relevant
- ✓ Who the P3O guidance is aimed at
- ✓ The difference between Projects, Programmes and Portfolio Management

P3O Services & Functions

- ✓ The objectives of each functional or service area
- ✓ Strategic Planning, Delivery Support and Center of Excellence
- ✓ Assurance services through gated reviews or audit
- ✓ P3O governance

Model Structures

- ✓ Services and functions delivered through various design models
- ✓ What kind of model to deploy
- ✓ The reporting structure of a P3O model
- ✓ Critical success factors of a P3O structure
- ✓ Information Assurance for projects and programmes

How to Operate a P3O

- ✓ Portfolio prioritization, Management Dashboards, Information Portals and Knowledge Management
- ✓ Some of the facilitated workshops a P3O may be asked to lead
- ✓ Business process swim-lane diagrams and the benefits they can bring
- ✓ How approaches can be tailored for different demands

P3O Roles & Responsibilities

- ✓ P3O 'Management & Generic' roles and those that are 'functional'
- ✓ The purpose of each role and, be aware of some of the key responsibilities of each
- ✓ How the roles might be implemented within the various P3O models
- ✓ Some of the key skills and competencies needed within a P3O

Developing a P3O Business Case, Why Have a P3O?

- ✓ The benefits of a P3O and the capabilities of a P3O
- ✓ The Principles for Extracting Value, A Value Matrix
- ✓ What performance improvements can be expected

How to Implement or Re-Energize a P3O

- ✓ A blueprint for a programme of change for a successful P3O
- ✓ The lifecycle needed for P3O implementation
- ✓ How to setup and run a Temporary Office structure

Case Studies

- ✓ A large bureaucratic organization delivering health services to various government departments across Europe
- ✓ A medium sized organization delivering hardware and software solutions to their broad customer base
- ✓ A small organization delivering construction project management for their clients

P3O Foundation Exam Technique

- ✓ How to approach the P3O examination

P3O Examination Simulator

- ✓ Featuring sample questions in the style of the P3O examination and timed to assist your preparation

Plus...

- ✓ Additional free resources for implementing a P3O, analyzing the environment and a self-assessment of maturity

Accredited Certification Courses from Orion Learning:

