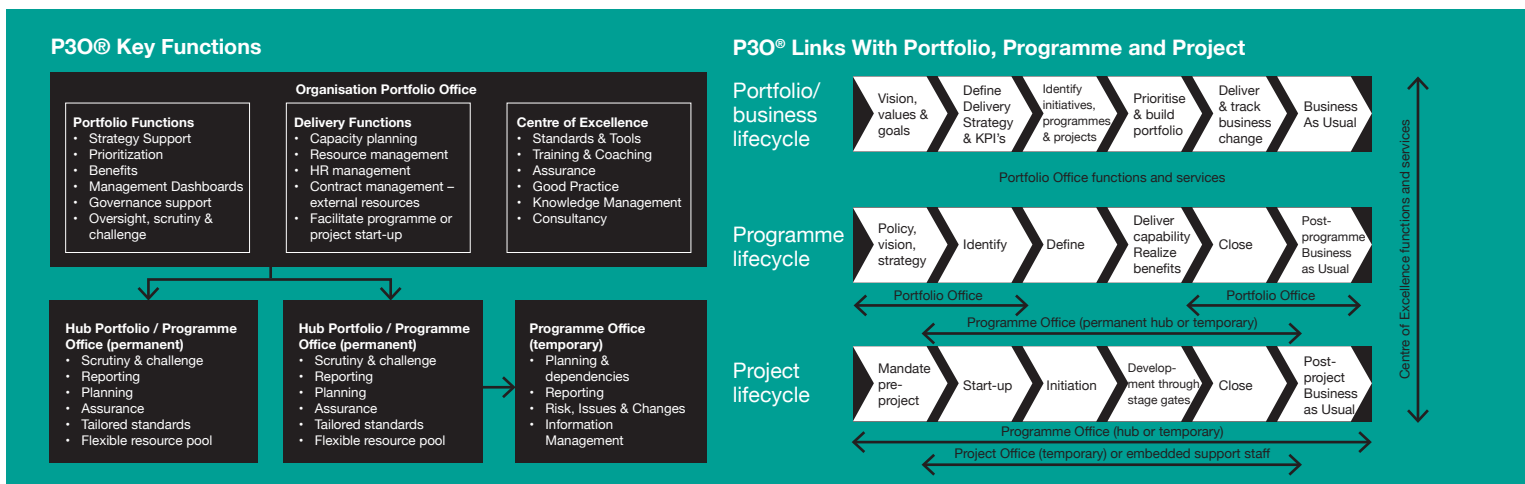




**Course overview**

Portfolio, Programme and Project Offices (P3O®) provides a best -practice framework including principles, process and techniques to assist you in establishing your decision enabling and delivery support model for business change within your organisation.



P3O® provides business change governance to enable:

- » Strategy – Are we doing the right things?
- » Design – Are we doing things the right way?
- » Delivery – Are we getting things done well?
- » Value – Are we getting the business benefits?

P3O® support structures will facilitate

- » Informed senior management decision making on prioritisation, risk management, and resource deployment;

- » Identification and realisation of outcomes and benefits via programmes and projects;
- » Delivery of programmes and projects within time, cost, quality and other organisational constraints.

This hands-on three day course will provide you with a solid model for setting up and running your Portfolio, Programme and Project Offices. Case study sessions are used throughout this course to focus on the practical application of P3O® principles, processes and techniques and reinforce learning. These case study sessions account for approximately 40% of the course.

This course is offered publicly or can be delivered in-house within your organisation, with flexible timetables which can be varied to suit your availability.

This course leads to the P3O® Foundation Certificate, with the multi-choice exam being taken at the end of day 3.



## Topics Covered

The following topics will be covered:

- » Why have a P3O®?
- » How does a P3O® Model add value?
- » What is a P3O®?
- » P3O® Models
- » What functions and services should a P3O® offer?
- » Integration of the P3O® Model with the wider organization
- » Roles and responsibilities within P3O®
- » Sizing and tailoring of the P3O® model
- » Maturity and evolution of the P3O® model
- » Lifecycle to implement or re-energize a permanent P3O®
- » Definition
- » Plan stages or tranches of delivery
- » Implementation or transition of new or enhanced P3O® capability
- » Periodic reviews and lessons learned
- » Programme closure and postimplementation/ benefits review
- » Integration with business planning lifecycles
- » P3O® Tools and Techniques
- » P3O® Business Case
- » P3O® Foundation Exam

## Delegate Participation

You will be involved in discussions throughout the course that will allow you to consider how P3O® can best be applied in practice. Case studies will provide practical exercises that serve to reinforce lecture sessions and provide an opportunity to apply the theory to your work environment.

## Course Prerequisites

There are no specific prerequisites for this course and no pre reading is required. However, if delegates have a clear idea of the expected outcomes from implementing their P3O®, they are likely to gain more value from the discussions and case studies and be better placed to apply a P3O® model pragmatically within their organisations.

## Who Should Attend?

This course is designed for those wanting to gain a solid understanding of how to design and implement a sound decision enabling and delivery support model to enable effective portfolio, programme and project management within their organisation. Programme Office Managers, Programme/Project Support Staff, Programme Managers, business representatives and others who may be involved in Portfolio, Programme and Project Management delivery support, assurance and management should attend this course.

## Access and Equity

As a Registered Training Organisation (RTO), Tanner James strives to provide the optimum access and equity for candidates to its training services. To this end, it is important that clients notify Tanner James as early as possible when a participant may need to take advantage of these provisions.

...Enhancing Your  
Programme and Project  
Management Capability

For further information or to book a place on this course

**call 1300 774 623**