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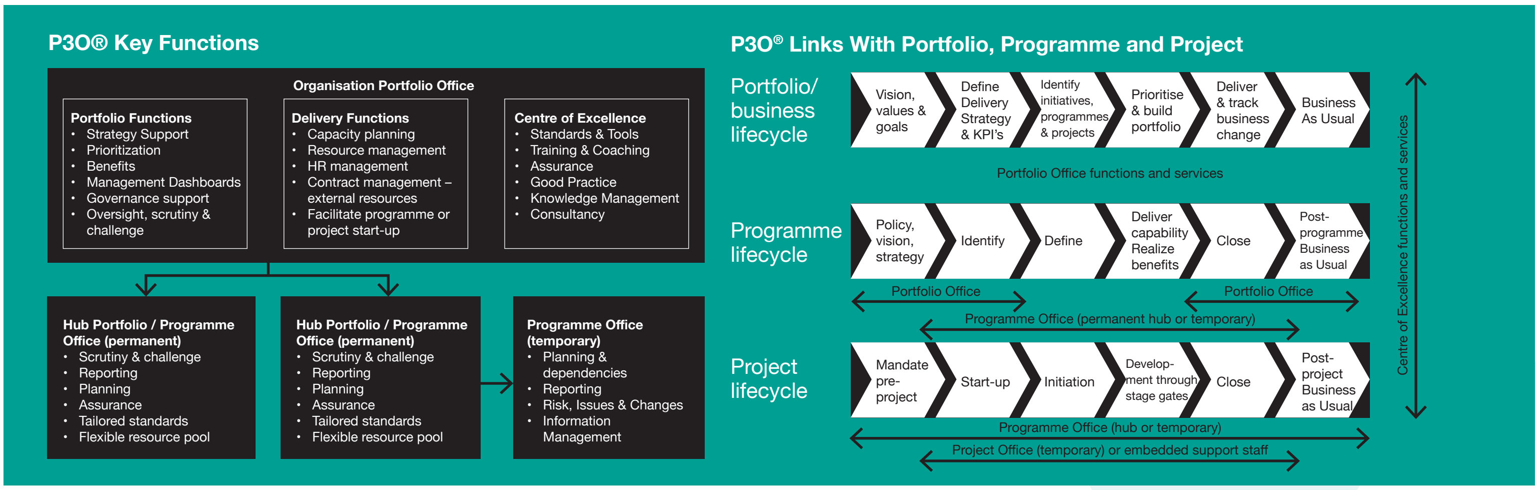
P3O® Foundation

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.

P3O®
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Training ... Supporting Best Practice Skills Development and Skills Transfer

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

COURSE DETAILS CODE:P3OF DURATION: 3 DAYS

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P3O®
Practitioner

Course overview

Portfolio, Programme and Project Offices (P3O®) is the AXELOS guidance for establishing, developing and maintaining appropriate business support structures that will allow improved senior management decision making, better identification and realisation of business outcomes and benefits, and improve the chances of successful programme and project delivery.

P3O® is aligned to the current MSP®, PRINCE2®, and M_o_R® guidance and has been developed to enhance the support advice referred to in that guidance.

P3O® is not a prescriptive method. It does however provide advice for those organisations that wish to create (or re-energise) effective support structures that can provide a focal point for defining a balanced portfolio of change and ensure a consistent approach to the delivery of programmes and projects.

Course Objectives

The P3O® Practitioner course comprises two days of trainer led instruction, and practical exercises, culminating in the Practitioner examination. The aim of the course is to revise the structure and detail of the P3O® advice and to prepare delegates for the P3O® Practitioner Certificate examination by undertaking questions from a sample examination paper.

Topics Covered

» Practitioner exam syllabus
» Format of the practitioner exam
» Review of P3O® key areas
» Sample Practitioner questions
» The Practitioner Exam

Delegate Participation

The course is designed for:

» Senior managers wishing to gain an understanding of possible structures for supporting business change and the type and level of support that can be provided by Portfolio, Programme and Project support offices

» Senior Managers, Programme and Project Managers who require an understanding of how programme offices can add value and enhance the delivery of strategic business change, benefits and capability

PRINCE2®
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MSP®
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P3O®
TRAINING ORGANIZATION ACCREDITED BY
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- Managers and/or staff who have been tasked to create delivery support structures and mechanisms within their organisation
- Experienced support office managers who need to review, revitalise or tailor current support office provision
- Programme office or programme support staff who need to understand the importance of their role
- Staff responsible for programme/ project assurance or audit requiring an understanding of how best practice support is provided.

The course is intensive and delegates are advised to undertake some revision work prior to attending the 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 services.

Course Prerequisites

- Delegates must have already completed a Foundation level course, and must have reached the required standard in the Foundation Exam. The examining body will not allow delegates without the Foundation qualification to sit a Practitioner exam.
- Delegates need to have worked in a project/programme environment and understand the basic principles relating to Programme and Project Management.
- It is recommended that delegates attend this course no later than three months after the Foundation course, and that a minimum of four hours revision of the P3O® manual is completed before attending.

Exam format

The P3O® Practitioner exam is taken on day two of the course. The exam is an objective marked assessment consisting of seven questions which must be answered in two and a quarter hours. Each question is worth ten marks and delegates must achieve a score of thirty five to be successful. The exam allows the use of the P3O® manual. Delegates will be informed of their result by the examining body, normally within four weeks of course completion.

You must bring signed photo ID with you on any P3O® exams (passport, driving licence, student card) as you will be asked to produce it by the invigilator prior to the exam.

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For further information or to book a place on this course

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COURSE DETAILS CODE: P3OP DURATION: 2 DAYS TANNERJAMES.COM.AU