



# **P3O®**

**Portfolio, Programme and Project Office**

**Foundation Course Outline**

P3O® is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries

## Overview

P3O® Foundation is a 3 day course with homework, which covers the OGC's P3O® Portfolio, Programme and Project Offices guidance and APMG's syllabus for the APMG P3O® Foundation exam. It is recommended that anyone attending this course has a basic understanding of project and programme management principles.

This course is for anyone seeking to implement or re-energise a Portfolio, Programme and/or Project Office model, or provide consultancy in how to do this. Unlike many P3O courses available in the public domain which simply introduce you to the P3O material and focus on preparing you for an examination, this course is designed for anyone wanting to go further and return to their place of work with documented arguments for and a description of what P3O model they want to implement in their organisation. Thus, during the course, we help you to apply the P3O® concepts to your organisation's change management environment. At the end of the course you will be able to handle the real issues related to P3O® implementation

## Learning Objectives and Benefits

By the end of the course, delegates will be able to:

- Describe the high level P3O® model and know the differences between portfolio, programme and project Management
- State the key functions and services of a P3O®
- Identify which P3O model is most appropriate to your organisation's strategic objectives
- Know the arguments for establishing a P3O® model and measuring its success
- Understand and learn to measure the value that a P3O offers to an organisation
- Know the roles and responsibilities associated with a P3O service
- Describe the tools and techniques used by a P3O®
- Understand the relationships between strategy, portfolio, programme and project, and how these different relationships affect management issues
- Learn how to implement or revitalise a P3O

## Course Structure

- 3-day course,
- 40 minutes multiple choice, closed book Foundation Exam on the third day. 50 questions with an exam pass mark of 60% (30/50)
- Evening work based on exercises set
- Delegates are encouraged to complete evening work to ensure the best chance of an exam pass

## Contents

This course is accredited by the APM Group against the P3O® syllabus for Foundation level and includes the following topics.

- Overview and Principles
  - Definitions: portfolio, programme, project; elements of a P3O model
  - The decision-supporting role and governance responsibility of a P3O; analysing the effectiveness of the P3O in assuming this role and these responsibilities
  - Characteristics of a mature P3O
  - The differences between portfolio, programme and project offices
- Business Case for a P3O
  - Why invest in a P3O?
  - ‘Doing the right programmes/projects’ versus ‘doing programmes and projects right’ and the differences between them
  - P3O value matrix
  - KPIs and their measurement
- P3O Models and Tailoring
  - Functional areas of a P3O, including the skills and competences required
  - Functions and services delivered by a P3O
  - Relationships with other corporate function offices
  - Information assurance, including resource provision by a P3O
  - Sizing a P3O, including different model types
  - Impact of maturity on P3O implementation
- Implementation
  - Components of the permanent P3O model lifecycle
  - Definition stage of the permanent P3O lifecycle
  - Capability maturity, P3O tools and techniques
  - Blueprint: information flows and reporting requirement
  - Temporary versus permanent P3O model
  - Key areas of focus of a temporary programme or project office
- Tools and Techniques
  - Utilisation of tools and standard P3O techniques
  - CSFs for tools and techniques
  - Collaborative integrated tools; enterprise tools
  - Objectives and benefits of: portfolio prioritisation and optimisation; management dashboards; knowledge management; information portal;

- facilitation – workshop techniques; skills development and maintenance
  - Knowledge management techniques
  - Types of facilitated workshops
  - “Swimlane” models – benefits and use
- Roles
    - Management, generic and functional-based purpose of P3O roles

## **Course materials**

- Comprehensive notes and sample examination papers
- Portfolio, Programme and Project Office manual published by the OGC

## **Designed For**

- Managers who need a structure for working alongside corporate organisational investments (projects and programmes)
- Individual who wishes to perform as an informed member of a P3O®. This will include individuals newly-appointed to portfolio, programme or project office roles or those wishing to gain a formal qualification after some support office experience.
- Team members employed within or alongside a support office
- Anybody who needs to know the basics about providing portfolio, programme and project support
- Programme and Project Managers keen to develop their skills and identify opportunities for further career advancement
- Any Support offices may be known by a variety of titles such as; Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office. This course will also benefit those aspiring to more senior roles.
- Individuals who require the P3O Foundation certificate

## **Approach**

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of programme and project management.