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## Portfolio, Programme and Project Offices Foundation and Practitioner - Including Exams

**Duration: 4 Days**    **Course Code: P3O**    **Delivery Method: Virtual Learning**

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### Overview:

Change is a constant. It is therefore vital to maintain a high level of assurance and stability when executing projects, programs and portfolios.

Around the world, there are many organisations in both the public and private sectors, who recognise that their portfolio, programme and project management is best supported through a delivery support office. The Cabinet Office's PRINCE2®, Managing Successful Programmes (MSP®), and Management of Risk (M\_o\_R®) all touch on the need to provide adequate support structures for these best practices, but until now there has been no single source of information that either organisations or individuals can use for guidance or advice on setting up or running an effective delivery support office.

Portfolio, Programme and Project Offices (P3O®) is a Best Management Practice certification and is aligned to PRINCE2®, MSP®, and M\_o\_R®. P3O® brings together in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures.

P3O® is now the established approach in supporting senior management decision making through the portfolio, its programmes, projects and business as usual. It enables individuals and organisations to establish, develop and maintain appropriate support structures that will assist senior management decision making; identify and realise outcomes and benefits via programmes and projects; deliver programmes and projects within time, cost, quality and other constraints.

The course has been very much designed with the delegate in mind. Using best practice Accelerated Learning techniques and high quality course materials. The course is constructed to help delegates navigate their way through a complex and extensive method in a way that appeals to all learning styles. The course is delivered in an integrated manner so that delegates are working with Practitioner level material from day one.

At the end of the course you will be able to sit both the P3O® Foundation and Practitioner examinations. Web proctored exam vouchers are included.

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### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

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### Target Audience:

This course is aimed at candidates who have some experience of participating in strategic planning or working at programme or project management level (typically between three and twelve months) then this P3O® course is for you.

If you have been tasked to set up, re-establish or maintain a portfolio, programme or project management office then this course will prove invaluable.

The audience can vary and training courses will focus on the needs of particular P3O® stakeholders whether they are:

Staff working in portfolio, program or project offices, project and program managers, managers seeking to establish or rejuvenate portfolio, portfolio analysts or business change managers and employees of a support office.

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### Objectives:

- **After you complete this course you will be able to:**
- Ensure consistent delivery of projects, programmes and business objectives through effective use of resources.
- Develop capability, capacity and risk models to suit the organisational maturity culture.
- To cover the syllabus for P3O® in a way which will enable attendees to apply the principles to their own environment and either begin the process of establishing a P3O® or continue the process of P3O® development through stepped improvements in capability.
- Make good overviews to optimally support decisions about the Portfolio of Programs and Projects.

- Help identify potential opportunities to be realised, exploited or enhanced as part of risk analysis.
- Ensure that the strategies and performance requirements of your organisation are realised via projects, programmes and operational business units.
- Improve organisational accountability, decision making, transparency and visibility.
- Set priorities for setting up a P3O® that is appropriate to the maturity of the organisation and that takes into account the specific characteristics of the organisation.
- Plan a P3O® organisation.
- Mapping out the added value of a P3O® and explaining it to senior management.

## Prerequisites:

There are no prerequisites for this course.

## Testing and Certification

### Recommended preparation for exam(s):

#### P3O® Foundation Exam:

- Web proctored exam voucher is provided with this course, this will have a validity of 12 months. You will need to schedule your exam within this time frame.
- Exam duration: 60 minutes
- Multiple choice
- Number of questions: 75
- Passmark: 50% (35 out of 70)
- 5 questions to be trial and not counted in scores
- Closed book
- Language: English

#### P3O® Practitioner Exam:

- Web proctored exam voucher is provided with this course, this will have a validity of 12 months. You will need to schedule your exam within this time frame.
- Exam duration: 150 minutes
- Multiple choice
- Number of questions: 80
- Passmark: 50% (40 out of 80)
- Open book: Yes, Only the P3O® Guide
- Language: English

## Content:

### Whats covered in P3O® Foundation:

- Why Have a P3O® ?
- P3O® Models
- P3O® Roles
- Tools and Techniques
- P3O® Implementation

### Whats covered in P3O®

### Practitioner:

- Practice decisions at a P3O®
- Making the choice for the best model in a specific situation
- Setting priorities based on a strategic grid
- Make conscious decisions about tools to use in relation to adulthood
- Tailoring the layout of a P3O® of the organisation

## Additional Information:

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## Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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