

## PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner - Including Exams

**Duration: 4 Days    Course Code: P30**

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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® Project, Programme, Portfolio Office Management 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.

PRINCE2® Project, Programme, Portfolio Office Management is a Best Management Practice certification and is aligned to PRINCE2® brings the principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures.

PRINCE2® Project, Programme, Portfolio Office Management 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 PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner examinations. Web proctored exam vouchers are included.

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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 PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner 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 PRINCE2® Project, Programme, Portfolio Office Management 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.
- Help identify potential opportunities to be realised, exploited or enhanced as part of risk analysis.
- Ensure that the strategies and performance requirements of your

- To cover the syllabus for PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner in a way which will enable attendees to apply the principles to their own environment and either begin the process of establishing or continue the process of PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner development through stepped improvements in capability.
- Make good overviews to optimally support decisions about the Portfolio of Programs and Projects.
- Set priorities for setting up a PRINCE2® Project, Programme,

organisation are realised via projects, programmes and operational business units.

- Improve organisational accountability, decision making, transparency and visibility.

Portfolio Office Management Foundation and Practitioner that is appropriate to the maturity of the organisation and that takes into account the specific characteristics of the organisation.

- Plan a PRINCE2® Project, Programme, Portfolio Office Management organisation.
- Mapping out the added value of a PRINCE2® Project, Programme, Portfolio Office Management Foundation and Practitioner and explaining it to senior management.

## Prerequisites:

There are no prerequisites for this course.

## Testing and Certification

### Recommended preparation for exam(s):

#### **PRINCE2® Project, Programme, Portfolio Office Management 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

#### **PRINCE2® Project, Programme, Portfolio Office Management 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 PRINCE2® Project, Programme, Portfolio Office Management Guide
- Language: English

## Content:

Whats covered in PRINCE2® Project, Programme, Portfolio Office Management Foundation:

- Why Have a PRINCE2® Project, Programme, Portfolio Office Management ?
- PRINCE2® Project, Programme, Portfolio Office Management Models
- PRINCE2® Project, Programme, Portfolio Office Management Roles
- Tools and Techniques
- PRINCE2® Project, Programme, Portfolio Office Management Implementation

Whats covered in

PRINCE2® Project, Programme, Portfolio Office Management

Practitioner:

- Practice decisions at a PRINCE2® Project, Programme, Portfolio Office Management
- 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 PRINCE2® Project, Programme, Portfolio Office Management 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

[info@globalknowledge.co.uk](mailto:info@globalknowledge.co.uk)

[www.globalknowledge.com/en-gb/](http://www.globalknowledge.com/en-gb/)

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK