

Duration 3 + 2 Days

### OVERVIEW

As businesses increasingly take on board portfolio, programme and project management as a way to deliver change, there is a growing need for an effective infrastructure, namely **the programme/project management office**, or **PMO**, to support them.

The need for an effective support structure increases not only with the number of programme and projects undertaken, but also with the significance placed on these initiatives.

Portfolio, Programme and Project Offices (P30®) is the latest best practice guidance from the Office of Government Commerce (OGC) addressing this functionality.

The P30® model provides **a decision and delivery support structure** for enabling change within an organization. This may be provided through a single permanent office such as, for example the Portfolio Office. Alternatively it may be provided through a linked set of offices (portfolio office, programme office, project offices).

P30® is aligned with PRINCE2® and MSP® and blends in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and strategy and policy makers, and the delivery arm of the organization.

P30® and the swirl logo are Registered Trade Marks of the Office of Government Commerce.

### WORKSHOP OBJECTIVE

Enable participants to demonstrate a good understanding of the programme and project support office functions and to act as an informed member of a P30®. Overall, the workshop assists in developing an appreciation of the issues and the challenges that face Programme and Project Managers. Specifically the workshop enables participants to:

- Know the arguments for establishing a P30® model and measuring its success
- Understand P30® models
- Describe the purpose and roles of P30® members
- Understand the key functions and services of a P30®
- Describe the tools and techniques used by a P30®

## LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will enable participants to gain an understanding of the following:

- **A deep dive into P3O®** - Discussing why, when, and how to use P3O® models including the difference between portfolio, programmes and project environments and their different requirements
- **Value** – What value P3O®s can bring to the organization including a business case, funding models and performance measures
- **Model** – An overview of the different P3O® models with examples
- **Functions and Techniques** – Details on the functions/services and techniques/tools used by the units of a P3O® model
- **Application** – ability to build the right P3O® model to adapt to the organisation's needs, taking account of size and maturity levels.

## PREREQUISITES

There are no mandatory pre-requisites to the P3O® Foundation workshop. A P3O® Foundation exam pass is a pre-requisite to sitting the P3O® Practitioner exam.

## PRE-COURSE WORK

There is currently no pre-course work for the P3O® Foundation workshop. For those taking P3O® Practitioner level, some revision exercises are required.

## Examinations & Certification

By Completing the P3O® Foundation Workshop (3 Days), the participant will have sufficient knowledge to sit the P3O® foundation Examination. The Foundation examination is a 40 minute, 50 question multiple choice paper. The pass mark is 30/50.

By completing the Practitioner Workshop (2 days), the participant will have sufficient knowledge to sit the APM Group P3O® Practitioner Examination. The Practitioner examination is a two and a quarter hours (including reading time) Objective Testing paper based on a scenario. The paper consists of 7 questions with a total of 70 marks available. Reference to the P3O® guide (no other materials) is permitted during the exam. The pass mark is 50%

## 21+14 Professional Development Units



PM-Partners Group is a Global PMI (Project Management Institute) Registered Education Provider

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 21 PDUs for their participation in the Foundation workshop and 14 PDUs for the Practitioner workshop.

## Delivery

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and our/individual instruction. Training is provided through hands – on learning, relevant exercises and the provision of a participant handbook.

A course reference manual will be provided for each participant.

## WORKSHOP CONTENT SUMMARY

### Overview and Principles

- Definitions of portfolio, programme and project
- Context of P3O®
- P3O® governance responsibilities
- P3O® decision support role
- Sources of guidance

### Why have a P3O®

- The value of a P3O® to the Organisation
- How value is added
- The P3O® Value Matrix
- Principles for measuring success
- Examples of measurable KPIs

### P3O® models

- Models names and features
- Functional areas, skills and competence requirements
- Determining an appropriate model
- P3O® reporting lines
- Information Assurance
- Sizing and Tailoring

### P3O® Roles

- Required skills and competencies
- Staffing considerations
- Management and generic roles
- Functional roles

### Techniques and Tools

- Overview of tools and techniques
- Benefits of using tools and techniques
- Critical success factors
- P3O® tools
- P3O® techniques

### P3O® Implementation

- The permanent P3O® lifecycle
- Key activities in the lifecycle Definition Stage
- Reporting flows in the Blueprint
- The P3O® Temporary Model Lifecycle
- Temporary Programme or Project office focus