

Duration 3 Days

OVERVIEW

As businesses increasingly adapt portfolio, programme and project management, there is an increasing need for an effective infrastructure, namely the programme/project office, 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 off 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:

- Describe the high level P30® model
- Understand the differences between portfolio, programme and project management
- Know the arguments for establishing a P30® model and measuring its success
- Describe the purpose and roles of P30® members
- State the key functions and services of a P30®
- Describe the tools and techniques used by a P30®

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LEARNING OUTCOMES & FACILITATION

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

- An Introduction to P30® - Discussing why, when, and how to use P30® models including the difference between portfolio, programmes and project environments and their different requirements
- Value – What value P30®s can bring to the organization including a business case, funding models and performance measures
- Model – An overview of the different P30® models with examples
- Functions and Techniques – Details on the functions/services and techniques/tools used by the units of a P30® model

PREREQUISITES

There are no mandatory pre-requisites to the P30® Foundation workshop. It is recommended that participants have some understanding/working knowledge of project management.

PRE-COURSE WORK

There is currently no pre-course work for the P30® Foundation workshop.

Examinations & Certification

By Completing the P30® Foundation Workshop (3 Days), the participant will have sufficient knowledge to sit the P30® foundation Examination. The Foundation examination is a 40 minute, 50 question multiple choice paper. The pass mark is 30/50

21 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 this 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 P30®
 - P30® governance responsibilities
 - P30® decision support role
 - Sources of guidance
- **Why have a P30®**
 - The Value of a P30® to the Organization
 - How Value is added
 - The P30® Value Matrix
 - Principles for measuring success
 - Examples of measurable KPIs
- **P30® Models**
 - Models names and features
 - Functional areas, skills and competence requirements
 - Determining an appropriate model
 - P30® reporting lines
 - Information Assurance
 - Sizing and Tailoring
- **P30® Roles**
 - Required Skills and competencies
 - Staffing considerations
 - Managing and generic roles
 - Functional roles
 - P30® Roles
- **Techniques and Tools**
 - Overview of tools and techniques
 - Benefits of using tools and techniques
 - Critical Success factors
 - P30® tools
 - P30® techniques
- **P30 Implementation**
 - The permanent P30®
 - Key activities in the lifecycle Definitions Stage
 - Reporting flows in the Blueprint
 - The P30® Temporary Model Lifecycle
 - Temporary Programme or Project office focus