

Hands-on course , 3  
day(s)  
Ref : PTO

## Participants

Any member of an Portfolio, Programme and Project management Team, Support teams and offices and members of a Portfolio center of excellence.

## Pre-requisites

There are no pre-requisites for this course, although a basic knowledge of PRINCE2® and/or MSP® are helpful.

## Next sessions

# P3O®, Foundation, certification Portfolio, Programme and Project Office

*P3O® is a model for the implementation and management of a "project office" or PMO. This course will introduce you to the tools and techniques as well as associated implementation approach. It will allow you to obtain Foundation P3O® certification.*

## OBJECTIVES

Ensure consistent delivery of projects and programmes and meet business objectives through effect use of resources

Develop capability, capacity and risk models to suit the organizational maturity culture

Help identify potential opportunities to be realized, exploited or enhanced as part of risk analysis

Improve organizational accountability, decision making, transparency and visibility

### 1) Introduction to P3O®

### 2) Why have a P3O®?

### 3) What is a P3O® model?

### 4) The P3O® roles

### 5) The P3O® tools and techniques

### 6) P3O® implementation

### 7) Exam

## Certification

*This course includes a 60 min certification exam. Multiple choice, 75 questions per paper, 5 questions to be trial and not counted in scores, 35 marks required to pass (out of 70 available) - 50%, closed book.*

## 1) Introduction to P3O®

- Project management, program management, portfolios management. Definitions. Differences.
- Context. Business strategy. Portfolio lifecycle, program and project.
- P3O®, the support role.

### **Exchanges**

*Exchanges on the role of the P3O® support.*

## 2) Why have a P3O®?

- Opportunities and goals of a P3O®. Value creation of a P3O® in an organization.
- The value matrix. Measure the success of projects and programs, as specified by P3O®.

### **Example**

*Examples of relevant indicators for measuring success.*

## 3) What is a P3O® model?

- Organizational models. Permanent office, temporary and virtual office. The case of small organizations.
- Functional areas.
- Supported functions and services. Choice of organizational model and its integration.
- Good practices of responsibility definition for each model. Model Maturity and evolution.

### **Exercise**

*Choose a model from the context and goals of an organization.*

## 4) The P3O® roles

- Skills required of P3O® management and portfolio management team.
- Recruiting officers.
- The cross functional roles and specific management roles.

### **Réflexion collective**

*On a given situation, identify the best possible distribution of roles.*

## 5) The P3O® tools and techniques

- The terms of use of the tools.
- Key strategic benefits and success factors for the development of tools.
- Adaptation of tools at different levels.
- Organization. The information portals and workshops. Human Resource Management.

### **Case study**

*Choosing appropriate tools.*

## 6) P3O® implementation

- Define the vision. Identify stakeholders.
- Define the Blueprint: processes, organization decisions, tools, information flows.

- Manage risks. The "temporary office" lifecycle.

**Réflexion collective**

*Define the content of the Blueprint.*

## 7) Exam

- Summary of important points. Exam preparation. Questions.

**Exam**

*P3O® Foundation exam.*