P3O® Course Outline

Introduction

Portfolio, Programme and Project Offices (P3O) guidance will enable individuals and organizations to successfully establish, develop and maintain (or re-energize) appropriate support structures that will facilitate:

- Senior management's decision-making.
- Identification and realisation of outcomes and benefits.
- Delivery of programmes and projects within time, cost, quality and other constraints

P3O is based on Office of Government Commerce (OGC) best practice and is aligned to PRINCE2®, MSP®, and M_o_R®.

Target Audience

P3M Managers & those working in P3M Offices or Centres of Excellence, Project Managers, Programme Managers

Pre-Requisites

There are no formal pre-requisites for this course. However, delegates should have knowledge of a P3M environment

P3O Course Format

P3O Training Courses can be delivered both In-House and on our Open Schedule.

The Courses are a mixture of input sessions and examination-based practical work, with feedback from the Tutor

Activities include:

- Buzz Groups
- Case Study and Exercises
- Mock examinations

Course Timings

The course will begin at 09.00 and end at 17.00. There will be a lunch break and further short breaks in the morning and afternoon.

P3O Foundation Objectives

- Describe the high-level P3O model and know the differences between Portfolio, Programme and Project Management
- Know the arguments for establishing a P3O model and measuring its success
- Describe the purpose and major content of all roles
- State the key functions and services of a P3O
- Describe tools and techniques used by a P3O

P3O Practitioner & Re-Registration Objectives

- Define the business case to get senior management approval for the P3O
- Build the right P3O model to adapt to the organization's needs, taking account of the organization's size and PPM maturity
- Plan the implementation of a P3O
- Use tools and techniques in running the P3O and shaping the portfolio of programmes and projects.

Continuing Professional Development

APMG requires all Registered P3O Practitioners to keep their skills up to date, by taking and passing a Re-Registration Exam every five years.

Data Protection

Submission of the Exam Booking Form expressly provides permission for Novare Consulting to supply relevant details about your examination, including results, to employers/other interested parties where applicable.

Evidence of Identity

When attending the exam, delegates must present an official form of **photographic** identification. ***Delegates will not be eligible to sit the exam without this identification***

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P3O Exams

P3O Foundation Exam

- 40 minute, closed book exam set by the APMG
- 50 multiple choice questions
- 60% pass mark (30 correct answers out of the 50 questions)
- The exam papers are marked the same day by the trainer
- Unsuccessful delegates will be able to re-sit the exam on the same day

P3O Practitioner Exam

- 2.5 hour exam, set by the APMG
- Candidates may refer to their annotated copy of the official P3O manual
- 70 Objective Testing multiple choice questions
- 50% pass mark (35 correct answers out of 70 questions)
- The exam papers are marked by the APM Group who set the exam
- Results are normally sent to delegates 5-6 weeks after the exam

P3O Re-Registration Exam

- 1 hour exam set by the APMG
- Candidates may refer to their annotated copy of the official P3O manual
- 30 Objective Testing multiple choice questions
- 50% pass mark (15 correct answers out of 30 questions)
- The exam papers are marked by the APM Group who set the exam.
- Results are normally sent to delegates 5 -6 weeks after the exam

Preparation & Homework

All delegates will receive the following:

- A login to the Novare Consulting P3O E-Learning Module: Learn_P3O
- The manual "Portfolio, Programme and Project Offices: P3O" & P3O Pocketbook

Delegates should:

- Allow at least 6-8 hours to prepare for the course
- Expect about 2 hours of homework every evening

P3O Delegate Preparation

Learn_P3O : http://elearning.novareconsulting.com/ (3 – 4 hours)

The P3O Pocketbook (1 – 2 hours)

The Manual "Portfolio, Programme & Project Offices": P3O (2 - 4 hours)

Chapter	Topic	Page(s)
1	Introduction	3 - 6
2	Why have a P3O?	17-18, 21-33
3	What is a P3O Model	All
4	How to implement or re-energize a P3O	65-68,85

Additional Resource - OGC Website www.best-management-practice.com/Portfolio-Programme-and-Project-Offices-P3O/

Contact the Novare Consulting Training Team with any Questions	
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