



## Portfolio, Programme and Project Offices (P3O)<sup>®</sup> Foundation & Practitioner Course

### What is P3O?

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P3O is a structured guidance including principles, processes and techniques that will assist organisations to setup, develop and maintain support structures for the change initiatives taking place within their organisations. It is designed to provide a framework covering the variety of models companies may want to consider when putting in place structures to support their projects, programs and portfolios.

P3O is used extensively by organisations around the world and is widely recognised and used in the private sector both in Australia and internationally. P3O is based on the experience of experts in P3O from both public and private sectors to ensure the guidance provides a best practice approach and includes the latest innovative approaches.

### Course Overview

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The P3O course was designed for individuals who are interested in studying the P3O guidance in a classroom environment under the guidance of an experienced facilitator. There are 2 levels to the P3O certification program: Foundation and Practitioner. The Foundation level is conducted over 3 days while the Practitioner course runs for an additional 2 days (5 days in total for Foundation & Practitioner).

### Course Outcome

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The P3O course provides students with indepth knowledge and understanding on the practical application of the P3O guidance. Upon completion of the Foundation level students should be comfortable working as part of a team in a portfolio, programme or project office. Students who complete the Practitioner level should be comfortable managing one of the offices using the guidance. Students will receive either a certificate in P3O at the Foundation level or P3O Practitioner certificate depending on the course selected.

### Who should attend?

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This course is suitable for:

- Project and Programme Managers
- Portfolio/Programme and Project Office Managers
- PMO staff
- Project support staff
- Senior Managers overseeing portfolios/programmes
- Plus anyone interested in effective management of change initiatives

### Entry Requirements

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This is an open course with no pre-requisite qualifications. Any experience in project environments would be beneficial.



## Course Content

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The course is based on the Portfolio, Programme and Project Offices manual. The course covers the Principles, Process and Techniques of P3O along with how to tailor the guidance.

Participants will work through the lifecycle from understanding the need for a P3O model through to establishing and operating the model. During this journey they will consider all key aspects of the P3O guidance including:

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|-------------------------------------|------------------------------|
| 1. P3O introduction                 | 7. Implementing a P3O        |
| 2. Why have a P3O                   | 8. The P3O lifecycle         |
| 3. Developing the P3O Business Case | 9. Operating a P3O           |
| 4. What are the P3O models          | 10. Critical success factors |
| 5. Roles and Responsibilities       | 11. Tools                    |
| 6. Tailoring the models             | 12. Techniques               |

## Assessment

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To achieve the P3O qualifications, participants will need to successfully complete the relevant exams.

1. **P3O Foundation Exam: this is a 40 minute multiple choice exam (taken on the 3rd day)**
2. **P3O Practitioner Exam: this is a 2.25 hour Objective Test Exam (taken on the 5th day)**

Participants must pass the Foundation exam before proceeding to the Practitioner exam

## Course fee includes

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- Instructor led learning
- P3O manual
- Foundation exam fee
- Practitioner exam fee (for those students undertaking the full Foundation and Practitioner course)
- Blue Maple study materials
- Sample exam papers