



PORTFOLIO, PROGRAMME & PROJECT OFFICES (P30®)

FOUNDATION & PRACTITIONER COURSE

Introduction

Portfolio, Programme and Project Offices (P30®) is the standard developed by the UK government to enable individuals and organizations to establish, develop and maintain appropriate business support structures. The guidance brings together a set of principles, processes and techniques to facilitate effective portfolio, programme and project management by proposing proven enabling and support structures, roles and responsibilities. These structures also bridge the gap between the process of developing the organisation's strategy and that of its delivery.

This is the 5 day approach to gaining the Foundation & Practitioner qualifications. It is an intense course that covers the version released in October 2013 and will require delegates to prepare thoroughly and be prepared for evening work throughout the course.

Target Audience

This course is ideal for any staff involved in P30 roles who wish to gain a qualification, for example:

- Head of P30 (Portfolio Office, Programme Office or Centre of Excellence)
- Portfolio, Programme or Project Office staff
- Portfolio, Programme or Project staff looking to work within a P30 model.

Course Benefits

- Basic level qualification
- Application of P30 common vocabulary
- Increased confidence in real world application
- Thorough knowledge of the P30 guidance and theory at theory and application level.

Duration 5 days

Pre-Requisites Previous experience of P30 or Programme Office environment and completion of the pre-course reading.

Public Courses Public courses are based around the case study scenario that is used for the Practitioner examination.

In-house courses Can be tailored around a current programme or planned programme to help with planning or transition.



P30® trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

About Aspire Europe

The case for using Aspire Europe is compelling; we are an Accredited Training organisation by APM, C4CM and The APM Group and an AXELOS Limited accredited consulting partner. Our trainers include mainly practicing consultants who have achieved Registered Consultant status.

The Lead Trainer for Aspire Europe Ltd also was the Lead Author for the P30 guidance.

We constantly strive to offer refreshing courses, material and examples to the market and provide interesting and stimulating events.

The first 3 days of this course are intense and practical experience of working in a P30 model is an advantage, although not essential. Preparation is the key to success, which is why we provide a full pre-course programme to help you arrive on the first day fully prepared.

The Practitioner element of the course (days 4 and 5) is intense but fun, and is intended to be interactive whilst challenging.

Public Event: Price on application

In-House Event: Price on application

For more details please contact us

01275 848099

Email: theacademyteam@aspireeurope.com

Web: www.aspireacademy.tv



PORTFOLIO, PROGRAMME & PROJECT OFFICES (P30®) FOUNDATION & PRACTITIONER COURSE

Course Outline

Module	Content
<u>P30® Concepts</u> Overview and Definitions	This session covers: Understanding of portfolios, programmes and projects and the business as usual environment in which they are delivered.
Governance Backbone	This session covers: How P3O supports effective delivery of portfolios, programmes and projects by linking strategy, change and business as usual.
Business Case and Performance Measures	This session covers: <ul style="list-style-type: none">• Answering the question: Why have P3O?• How will we measure its success?
<u>P30® Models</u> Model Organisation Structures	This session covers: Introduction to different types of P3O models and the pre-requisites to their success.
Functions and Services	This session covers: An understanding of P3O Functions and Services and how their emphasis may change dependent on the point of delivery.
Roles and Responsibilities	This session covers: An introduction to typical roles found in a P3O model both generic and functional based roles.
<u>P3O Lifecycles</u> Permanent Lifecycle	This session covers: <ul style="list-style-type: none">• Developing a Vision and Business Case for a P3O• Defining a Blueprint and establishing a programme or project to deliver the blueprint
Temporary Lifecycle	This session covers: <ul style="list-style-type: none">• Understanding what's involved in designing and running a temporary Programme or Project Office to support a specific change initiative
<u>P30® Tools and Techniques</u> Tools Consideration	This session covers: <ul style="list-style-type: none">• Understanding types of tools that are available, when to use them and the benefits and associated critical success factors.• Tailored use of Tools and Techniques• Online Repository of Example Tools• Benefits• Facilitation Techniques and Workshops

Key Techniques	<p>This session covers: Introduction to key techniques with examples, to include:</p> <ul style="list-style-type: none"> • Portfolio Prioritisation • Management Dashboards • Knowledge Management • Portals • Workshop Facilitation • Skills Development • Business Process Modelling • Capacity Planning • Assurance and Project Complexity Modelling
MSP Care in Context	<p>This session covers:</p> <ul style="list-style-type: none"> • Syndicate workshop to define and clarify their understanding of the MSP Care. • Transformation Programme and associated documentation.
Completing Programme Definition	<p>This session covers:</p> <ul style="list-style-type: none"> • Consolidation of the Programme information developed during the Practitioner course • Preparation to develop a presentation to the MSP Care Sponsoring Group of the fully defined Programme
Managing the Programme 1	<p>This session covers:</p> <ul style="list-style-type: none"> • Managing the programme sessions • Use the MSP framework to respond to a range of business scenario's • Challenges to the programme with groups developing solutions and options
Managing the Programme 2	<p>This session covers:</p> <ul style="list-style-type: none"> • Specific application of the Governance Themes to the Transformational Flow to ensure sound understanding of the concepts
FOUNDATION & PRACTITIONER EXAMINATIONS	<p>Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for both the Foundation and Practitioner examinations. We provide sample papers and worked exercises using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.</p>