Aspire Europe Limited
helping organisations to manage change

PORTFOLIO, PROGRAMME & PROJECT OFFICES (P3O®)
FOUNDATION BLENDED LEARNING

Introduction

Portfolio, Programme and Project Offices (P3O®) 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 one day approach to gaining the Foundation qualification. It is an intense course that covers the version released in 2013 and will require delegates to prepare thoroughly via eLearning prior to course attendance. The course includes the Foundation examination and prepares delegates for the Practitioner course should they wish to move on to that level.

Target Audience

This course is ideal for any staff involved in P30 roles who wish to gain a qualification, for example:
- Head of P3O® (Portfolio Office, Programme Office or Centre of Excellence)
- Portfolio, Programme or Project Office staff
- Portfolio, Programme or Project staff looking to work within a P3O® model.

Course Benefits
- Basic level qualification
- Application of P3O® common vocabulary
- Increased confidence in real world application
- Thorough knowledge of the P3O® guidance at theory and application level.
- Potential to continue to Practitioner level.

Duration: One day

Pre-Requisites   Previous experience of P3O® or Programme Office environment and completion of the eLearning.

In-House Event: Price on application

About Aspire Europe

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

The one day course is intense and practical experience of working in a P3O® model is an advantage, although not essential. Preparation is the key to success, which is why we provide a full eLearning course to help you arrive fully prepared for the exam.

For more details, please contact us
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PORTFOLIO, PROGRAMME & PROJECT OFFICES (P3O®)
FOUNDATION EXAM WORKSHOP

Module	Content
P3O® Overview	• Definitions • Context of P3O® • P3O® Governance/Decision support responsibilities
Why P3O®?	• The value of a P3O® to the organisation • How value is added • The P3O® Value Matrix • Best Practice Management • Examples of measurable Key Performance Indicators (**KPIs**)
P3O® Models	• Model names and features • Functions and Services • Determining an appropriate model • P3O® reporting lines • Information Assurance • Sizing and tailoring
Functions & Services	• Functions and Services • P3O® Models
P3O® Roles	• Required Skills and Competencies • Staffing Considerations • Management roles • Generic roles • Functional roles
P3O® Lifecycles	• Implementing a Lifecycle for a permanent P3O® • Implementing a Lifecycle for a Temporary programme of project office
Tools and Techniques	• Overview of P3O® tools and techniques • Benefits of using standard tools and techniques • Critical Success Factors • P3O® Tools • P3O® Techniques
Foundation Examination	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for the examination.