



Inspiring growth and improvement



P3O[®] Foundation

Accredited by PeopleCert and AXELOS

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Highlights

Experienced & accredited trainers

Accredited training material

Training & examination in 3 days

Practice examination

Excellent first attempt pass ratio

Understand how to develop organizational capacity and capability to deliver selected programmes and projects through Portfolio, Programme & Project offices, and Center of Excellence.

Introduction

The Portfolio, Programme and Project Offices (P3O®) guidance provides advice, supported by discussion and examples, on how to develop a governance structure that helps optimize an organization's investment in change alongside its Business as Usual work.

The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of the P3O guidance to interact effectively with, or act as an informed member of, an office within a P3O model. The Foundation qualification is a pre-requisite for the Practitioner qualification.

Learning Objectives

The candidate should understand the key principles and terminology within the P3O guidance. Specifically, the candidate should understand the:

- High-level P3O model and its component offices
- Differences between Portfolio, Programme and Project Management
- Key functions and services of a P3O
- Reasons for establishing a P3O model
- Differences between types of P3O model and the factors that influence selection of the most appropriate model
- Processes to implement or re-energize a P3O
- Tools and techniques used by a P3O
- Purpose and major responsibilities of the defined roles

Contents

> **Introduction**

- ▶ Definitions of project, programme & portfolio
- ▶ Concept of business-as-usual
- ▶ What is P3O
- ▶ AXELOS Best Practice Guidance
- ▶ Best Practice Management Principles

> **Why have P3O?**

- ▶ How P3O adds value
- ▶ Maximizing value of P3O
- ▶ Getting investment for the P3O
- ▶ P3O vision and business case
- ▶ P3O value matrix
- ▶ P3O capability & linked outcomes
- ▶ P3O Key performance indicators

> **Designing a P3O Model**

- ▶ Strategic planning / portfolio support functions
- ▶ Delivery support functions
- ▶ Center of excellence functions
- ▶ P3O model design considerations
- ▶ P3O model with an organization portfolio office
- ▶ P3O model with hub portfolio offices connected by spokes
- ▶ Virtual P3O model
- ▶ Success factors for P3O offices
- ▶ Integration with wider organization
- ▶ Independent assurance of P3O

> **Implementing & Re-energizing a P3O**

- ▶ Implementation lifecycle for a permanent P3O model
 - ▶ Identify
 - ▶ Design
 - ▶ Deliver capabilities & realize benefits
 - ▶ Close
- ▶ Implementation lifecycle for a temporary programme or project office
 - ▶ The focused set of stakeholders
 - ▶ Organizational context
 - ▶ Definition and implementation of a temporary programme or project office
 - ▶ Running a temporary office through to delivery
 - ▶ Treatment of internal resources within a temporary project office
 - ▶ Closing down a temporary programme or project office
 - ▶ Recycling

> **P3O Tools and Techniques**

- ▶ Tool vs. technique
- ▶ Types of tools and their usage
- ▶ Types of techniques and their usage
- ▶ Benefits of using standard tools and techniques
- ▶ Bringing the right tool
- ▶ Critical success factors when introducing tools and techniques into the P3O
- ▶ Examples of P3O tools
- ▶ Examples of P3O techniques

> **Roles and Responsibilities**

- ▶ P3O management roles
- ▶ P3O generic roles
- ▶ P3O functional roles

> **Practice Examination**

Recommended Participants

Members of offices within a P3O model or anyone who needs to understand the terminology and concepts underpinning P3O and those wishing to pursue higher level qualifications.

Prerequisites

Knowledge and experience of project management will be helpful, but not necessary.

Course Format

The course uses a stimulating mix of instructions, quizzes, workshops, discussions, practice exams, and a certificate exam.

Note: 2 to 3 hours of evening work would be required for examination preparation.

Duration

3 days, including certification examination on the last day.

Materials Provided

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Practice examination
- Course Certificate
- Exam certificate on passing the examination

Practice Exam

A one-hour practice exam is part of the course. The practice exam aims to help participants in passing the P3O Foundation certification exam.

Certification Exams

A 60-minute certification exam is scheduled on the last day of the course, consisting of Seventy-Five (75) multiple choice questions, 5 questions to be trial and will not be counted in score. Candidates must achieve 50% marks (35 out of 70) to receive their examination certificate.

About Business Beam

Business Beam is a top of the line Management consultancy, training and outsourcing firm that helps organizations solve problems in strategy, governance, operations, quality, services, projects, information security, business continuity, human resources, risks and internal audit.

Established in 2004 with a vision to drive organizations towards corporate excellence, Business Beam has served hundreds of organizations of various sizes, different domains and geographical regions.

Business Beam partners with customers to convert them into high-performance businesses and governments. We feel honored to help them grow!

Our training program has successfully reached to more than 7,000 professionals and executives, from 25+ different nationalities, and representing 1000+ organizations.

Business Beam is AXELOS certified partner and Accredited Training Organization (ATO) for COBIT, ITIL, PRINCE2, P3O and DevOps. We are also itSMF member, PECB partner, ISACA official licensee and CMMI Institute partner.

Contact Us

To find out more about how Business Beam can help you meet your growth objectives, visit www.businessbeam.com or contact us at training@businessbeam.com

