Introducing P3O® Qualifications

P3O® is the AXELOS "Global Best Practice" for Portfolio, Programme and Project Offices

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What is P3O®?

The purpose of Portfolio, Programme and Project Offices (P3O®) is to provide universally applicable guidance, including processes and techniques, along with hints and tips, that will enable individuals and organizations to successfully establish, develop and maintain (or in some cases re-energize) appropriate support structures that will facilitate:

- Informing senior management's decision-making on prioritization, dependencies, risk management, and deployment of resources across the organization to successfully deliver their business objectives (portfolio management)
- Delivery of programmes and projects within time, cost, quality and other organizational constraints
- Identification and realization of outcomes and benefits via programmes and projects.

What you will learn?

P3O will provide a focal point for defining a prioritized and balanced portfolio of change and ensuring consistent delivery of programmes and projects across an organization, division, function or department. Three forms of P3O support structure are given as examples in this guidance:

- A single, all-encompassing physical office
- An organization portfolio office supported by permanent hub portfolio offices or temporary programme/project offices
- A decentralized office where P3O functions and services are provided by their functional role/department and no physical P3O office exists.

In summary, the 5 days course seeks to answer the following questions:

- What is a P3O?
- Why have a P3O?
- How do we design a P3O?
- What functions and services can and should be offered?
- How do we implement or re-energize a P3O?
- How do we operate a P3O?

Course and Learning Objectives

Foundation Level

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

Practitioner Level

Candidates need to exhibit the competences required for the Foundation qualification and to show that they could apply P3O guidance to the design, implementation and management of a P3O model. Specifically they need to demonstrate their ability to:

- Develop the business case required to obtain senior management approval for the P3O
- Identify and build the most appropriate P3O model, which will adapt to the organization's needs, taking account of the organization's size and portfolio, programme and project management maturity
- Identify the most appropriate roles required to populate a specified P3O structure
- Plan the implementation of a P3O
- Choose and use appropriate tools and techniques while running the P3O and advising those who shape the portfolio of programmes and projects

Concepts Covered

- Know facts, terms and concepts relating to the Introduction, the principles of a P3O model and its elements.
- Understand key concepts relating to the Overview, Principles of a P3O model and its elements including the Introduction to P3O.
- Know facts, terms and concepts relating to the business justification for implementing a P3O.
- Understand key concepts relating to the justification for implementing a P3O.
- Be able to apply key concepts relating to the justification for implementing a P3O within a given scenario.
- Be able to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the justification for implementing a P3O within a given scenario.
- Know facts, terms and concepts relating to selecting the right P3O model and its functions and services.
- Understand key concepts relating to selecting the right P3O model and its functions and services.
- Be able to apply key concepts relating to models and tailoring within a given scenario.
- Be able to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to P3O models and tailoring within a given scenario.
- Know facts, terms and concepts relating to the processes to implement and re-energize a P3O.
- Understand key concepts relating to implementing and re-energising a P3O.
- Be able to apply key concepts relating to implementing and/or re-energising a P3O within a given scenario.
- Be able to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to implementing and/or re-energising a P3O within a given scenario.
- Know facts, terms and concepts relating to operating a P3O, including the use of tools and techniques.
- Understand key concepts relating to operating a P3O, including the use of tools and techniques.
- How to operate a P3O (including tools and techniques)
- Be able to apply key concepts relating to the use of tools and techniques within a given scenario.

- Be able to identify, analyse and distinguish between appropriate and inappropriate use of key concepts relating to the use of tools and techniques within a given scenario.
- Know facts, terms and concepts relating to the roles in a P3O model.
- Understand key concepts relating to the roles and responsibilities in a P3O model.
- Be able to apply key concepts relating to the roles and responsibilities in a P3O model within a given scenario.
- Be able to identify, analyse and distinguish between appropriate and inappropriate application of roles and responsibilities in a P3O model within a given scenario.

Foundation Exam Format

1. 75 questions.
2. 5 of the 75 questions are under trial and will not contribute to your overall score. There is no indication of which questions are under trial.
3. You have 1 hour for this paper.
4. You must get 35 or more correct to pass.

Practitioner Exam Format

1. 3-hour objective test examination.
2. Additional information is provided within this Scenario Booklet for a number of questions.
3. There are four questions.
4. Each question is worth 20 marks, giving a maximum of 80 marks in the paper.
5. The pass mark is 50% (40 marks our of 80 available).
6. Within each question, the perspective to which the question refers is clearly stated.
7. Each question will address multiple syllabus areas.
8. The exam is to be taken with the support of the P3O Guide, published by TSO

Foundation Agenda

This course is covered across 5 days – attached (in the email or accessible at the below mentioned link) course syllabus shall be used to guide the 5 days curriculum.

Link to P3O® Syllabus – AXELOS GBP – P3O®
Ref - https://www.axelos.com/Corporate/media/Files/Syllabi/P3O_Syllabus_v6-1.pdf

Time	Day One	Day Two	Day Three
10:00 to 11:00	High-level P3O model and its component offices	Differences between types of P3O model	Tools and techniques used by a P3O
11:00 to 12:00	Differences between Portfolio, Programme and Project Management	Differences between types of P3O model	Purpose and major responsibilities of the defined roles
12:00 to 12:15	Tea Break	Tea Break	Tea Break
12:15 to 13:15	Differences between Portfolio, Programme and Project Management	The Factors that influence selection of the most appropriate model	Purpose & major responsibilities of defined roles
13:15 to 14:15	Lunch Break	Lunch Break	Lunch Break
14:15 to 15:00	Key functions & services of P3O	Processes to implement or re-energize a P3O	P3O Document Description
15:00 to 15:15	Tea Break	Tea Break	Tea Break
15:15 to 16:15	Key functions & services of P3O	Processes to implement or re-energize a P3O	Solving a sample Exam
16:15 to 17:15	Reasons for establishing a P3O model	Tools and techniques used by a P3O	Mock Exam
17:15 to 18:15	Reasons for establishing a P3O model	Tools and techniques used by a P3O	P3O Foundation Exam

Practitioner Agenda

Time	Day Four	Day Five
10:00 to 11:00	High-level P3O model and its component offices	Solving a Sample paper
11:00 to 12:00	Differences between Portfolio, Programme and Project Management	Solving a Sample paper
12:00 to 12:15	**Tea Break**	**Tea Break**
12:15 to 13:15	Key functions & services of P3O & Reasons for establishing a P3O model	Solving a Sample paper
13:15 to 14:15	**Lunch Break**	**Lunch Break**
14:15 to 15:00	Differences between types of P3O model	Mock Exam
15:00 to 15:15	**Tea Break**	Mock Exam and **Tea Break**
15:15 to 16:15	Processes to implement or re-energize a P3O, Tools and Techniques	P3O Practitioner Exam
16:15 to 17:15	Purpose & major responsibilities of defined roles	
17:15 to 18:15	Introducing P3O Practitioner exam format	

Exams

- 3rd (Foundation) and 5th (Practitioner) day evenings

Useful Sources of Additional Information

http://www.axelos.com

https://www.axelos.com/mor

https://www.axelos.com/mop

https://www.axelos.com/itil

https://www.axelos.com/msp

https://www.axelos.com/p3o