




PPSO® Essentials



-  **Entry level training for those new to PMOs**
-  **Foundations in project management techniques, processes and tools**
-  **Become BCS PPSO Essentials certified**

“ I will use the knowledge learnt from the PPSO-Essentials course into my everyday work to be able to support the people within my team but to also prepare me for the next step in my career. ”

Duration: 4 days
Exam: 1 hour, multiple choice
Price: £2125 + VAT

Course Modules

The PPSO in Context

PPSO Techniques

Programme and Project Documentation

Exception Situations

Business Case Techniques

Quality Management

Supporting the Use of Techniques

PPSO Essentials is accredited by BCS (British Computer Society). It is a comprehensive introduction to all things Programme and Project Support Office, an increasingly pivotal role, giving overviews of planning, documentation and reporting. This course also covers the basics of Programme and Project Management.

Why should you take the course?

- 1** Learn the fundamentals of programme and project management
- 2** Understand the role and uses of a Programme and Project Management Office
- 3** Cover everything you need to know for the role of Project Support Officer

Who is it for?

- 1** Project Administrators/Support Officers
- 2** Those new to a career in PM/PMO
- 3** Graduates

How to book

Head to www.pmolearning.co.uk/ppso-foundation where you can see our upcoming dates and reserve your place on a course.