



# P3O<sup>®</sup>

Portfolio, Programme and Project Offices

Foundation and Practitioner



[www.pmolearning.co.uk](http://www.pmolearning.co.uk)



# Overview

P3O® is the leading certification in the UK for people working within or leading a PMO function.

The P3O® model incorporates the different types of PMOs that exist in organisations today and practitioners taking the certification course can gain an understanding of the model - how it is implemented, how it is run and the functions and services the P3O® can offer

P3O® is a registered trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

# Should you do the course?

P3O Foundation and Practitioner level courses are aimed at those working in or leading a PMO.

- Do the **Foundation** course if you're working in a PMO and want to extend your knowledge about the P3O model
- Do the **Practitioner** course if you're setting up and managing PMOs



"A P3O® model provides the structure, governance, functions and services required for defining a balanced portfolio of change and ensuring consistent delivery of programmes and projects across an organization or department. It could successfully take many forms, all of which are explored within the P3O® guidance - from a single all-encompassing physical office to a complex model made up of a permanent Portfolio Office supported by permanent hubs and temporary Programme/Project Offices."



# Foundation Qualification

3 days

Gain sufficient knowledge and understanding of the P3O<sup>®</sup> guidance to interact effectively with, or act as an informed member of, an office within a P3O<sup>®</sup> model.

The Foundation qualification is a pre-requisite for the Practitioner qualification.

Suitable for anyone working in offices within a P3O<sup>®</sup> model or anyone who needs to understand the terminology and concepts underpinning P3O<sup>®</sup> and those wishing to pursue higher level qualifications.

## What You Will Learn

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

# P3O<sup>®</sup> Qualifications

# 2 days

# Practitioner Qualification

Achieve sufficient knowledge and understanding of the P3O<sup>®</sup> guidance to design, implement, manage or work within any component office of a P3O<sup>®</sup> model. You will have an overall understanding of the elements, roles, functions and tools and techniques deployed in a generalised P3O<sup>®</sup> model.

Suitable for anyone working in or managing offices within a P3O<sup>®</sup> model or anyone who needs to create and implement a P3O<sup>®</sup> model.

## What You Will Learn

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

# P3O<sup>®</sup> Qualifications



# Foundation & Practitioner

5 days

The five day course combines P3O® Foundation and P3O® Practitioner enabling delegates to take both examinations within the same week.

The Foundation qualification is taught for 2.5 days with the examination on the third afternoon. The Practitioner qualification training follows with the examination on the afternoon of the fifth day. Delegates receive both levels of certification when the examinations are successfully passed.

## What You Will Learn

- Both Foundation and Practitioner syllabuses

## Available Training Options

- Open public schedules available throughout the year
- Available on-site within organisations looking to train multiple delegates



# P3O® Qualifications

# 1 day

# P3O<sup>®</sup> Overview

If your organisation is looking for an overview of P3O<sup>®</sup>, the P3O<sup>®</sup> Overview is a one day session without an examination and is held on-site.

## What You Will Learn

- Provides an introduction to P3O<sup>®</sup> context and basic concepts.
- An overview of the P3O<sup>®</sup> business case and why organisations should need a P3O<sup>®</sup>
- An overview of the design, functions and services of a P3O<sup>®</sup>
- The management and functional roles people perform in a P3O<sup>®</sup>
- How to implement or re-energise a P3O<sup>®</sup>
- An introduction to the tools and techniques of the P3O<sup>®</sup>

## On-site Training

PMO Learning's P3O courses are delivered by P3O author and trainer Eileen Roden and can be delivered on-site at your location. Available for both Foundation and Practitioner levels - available in 3 days (Foundation); 2 days (Practitioner) or 5 days (Combined)

Contact us for an initial quote based on your requirements

P3O<sup>®</sup> is a registered trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

# P3O<sup>®</sup> Qualifications





- ✓ The UK's Leading P3O® Trainers
- ✓ Equally Focused on Learning and Exam Success
- ✓ 100% Focused on the PMO Profession
- ✓ Extended Benefits from the UK's PMO Community of Practice

PMO Learning provides training courses and learning experiences for people who work within PMOs.

That's Portfolio, Programme and Project Offices and courses for everyone within PMO from Project Administrator through to PMO Directors.

We provide both certification programmes and bespoke courses for open public schedules and on-site corporate group learning.

## The UK's PMO Learning Specialists

PMO Learning is the sister company to PMO Flashmob – the PMO networking and learning community – open to anyone across the country with a passion and interest in PMO.

We're been working in the PMO and training space for over 20 years and like you we're passionate about the profession.

Choose your next training provider based on someone who ❤️ **PMO**

The UK's PMO Learning Specialists



[www.pmolearning.co.uk](http://www.pmolearning.co.uk)

0207 164 6901