



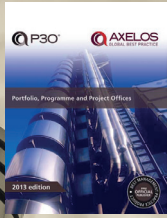
P3O[®]

Portfolio, Programme and Project Offices

Foundation and Practitioner



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

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

The P3O® courses on this page are offered by PMO Learning. P3O® is a [registered] trade mark of AXELOS Limited. All rights reserved.

"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® 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.

Suitable for anyone working in 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.

What You Will Learn

- 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

P3O® Qualifications

2 days

Practitioner Qualification

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

Suitable for anyone working in or managing offices within a P3O[®] model or anyone who needs to create and implement a P3O[®] model.

What You Will Learn

- 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 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[®] 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

P3O[®] Qualifications



Here at PMO Learning, we offer two classroom training options:

Classroom:

Classroom training takes place in-person at a specified training venue, with a live trainer and up to 12 delegates. You will receive a printed copy of the course materials, and will attend the venue each day of the course - three days for P3O® Foundation, and two days for P3O® Practitioner

Virtual Classroom:

Virtual classroom training takes place via our Zoom virtual classroom, with a live trainer and up to 12 delegates. We try and capture the in-person experience via our virtual classroom, and you will use a range of tools to enrich your experience. You will receive a digital copy of the course materials and will sign into the course each day. The course timings follow the same structure as traditional classroom training, and tech support is on hand for the duration of the course to provide any help as necessary.



Distance Learning is our completely independent self-study option to complete P3O® certification training.

You will receive your materials over a six week period through email, with lifetime access via your online account with us.

The Distance Learning is a correspondence course which means you receive emails and content which directs you to learn P3O via the manual.

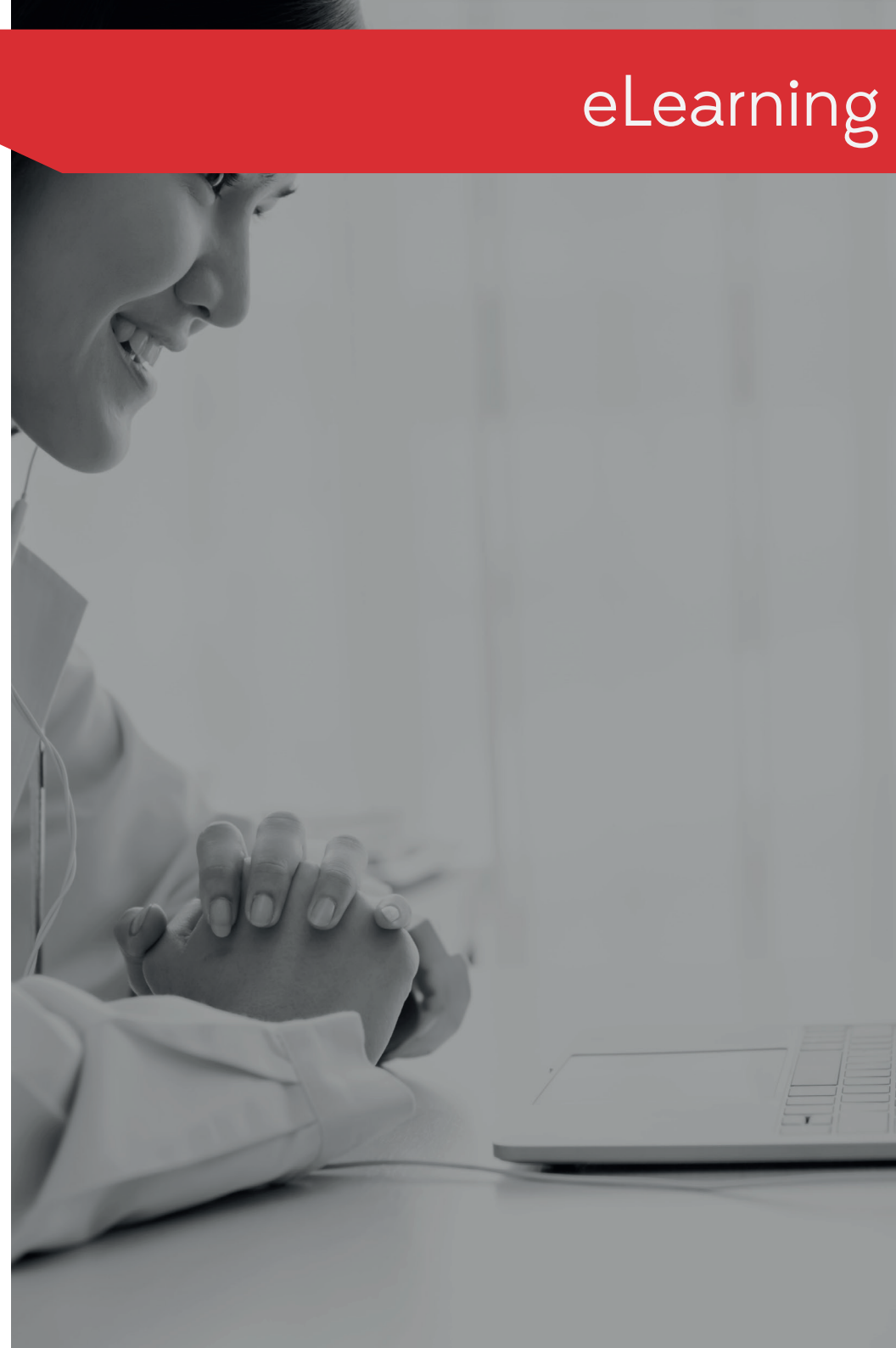
We highlight which sections are included within the exam; share exam tips; include the syllabus and provide direction on key messages.

You will have access to a learner's forum where you are able to post questions to the trainer. You'll also see other learner's previous questions and responses too.

eLearning is a great middle-ground between completely independent learning and trainer-led classroom learning. You will receive access to the eLearning which includes slides, videos, learning activities and practise exam questions to review each module.

Your progress is saved throughout, so you will be offered greater flexibility than in traditional classroom learning, and can hop back in whenever you're ready to proceed. eLearning also saves your answers, and once you have completed the course you will be given a score so you can see how you've done throughout. You will also be able to download a full practice paper to help you prepare for your exam!

The course takes approximately 8 hours to complete - but you can learn at your own pace! You will also have access to a learner's forum where you are able to post questions to the trainer. You'll also see other learner's previous questions and responses too.





- ✓ 100% Focused on the PMO Profession
- ✓ Equally Focused on Learning and Exam Success
- ✓ Trainers with real PMO Experience

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.

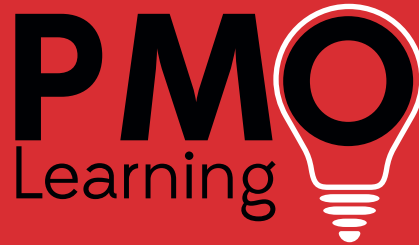
We provide both certification programmes and specialist and bespoke courses for open public schedules and on-site corporate group learning.

The UK's PMO Learning Specialists

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

All of our trainers have real PMO experience, to help you implement your learning into your day-to-day role.

The UK's PMO Learning Specialists



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