

P30 provides a guideline for the design of portfolio, program and project offices in organizations.

The P30 Foundation Course is an interactive, classroom-based learning experience. The P30 Foundation level content provides the participant with sufficient knowledge and understanding of the P30 guidance to interact effectively with, or act as an informed member of, an office within a P30 model. It enables participants to successfully complete the associated P30 Foundation exam and achieve the qualification.

The **P30 Foundation exam is taken the last day of the training**, in the afternoon.



COURSE & LEARNING OBJECTIVES

At the end of the P30 Foundation course, participants will be able to:

- Design a high-level P30 model and its component offices
- List the component offices in a P30 model
- Differentiate between Portfolio, Program, and Project Management
- List the key functions and services of a P30
- List the reasons for establishing a P30 model
- Compare different types of P30 models
- List the factors that influence selection of the most appropriate P30 model for an organization
- Define the processes to implement or re-energize a P30

COURSE OUTLINE

Introduction to P30

- What is the purpose of P30?
- Definitions
- What are P30s
- Portfolio, programme and project lifecycles
- Governance and the P30

Designing a P30 Model

- Factors that affect the design
- Design considerations
- What functions and services should the P30 offer
- Roles and responsibilities
- Sizing and tailoring of the P30 model

Why have a P30

- How a P30 adds value
- Maximizing that value
- Getting investment for the P30
- Overcoming common barriers
- Timescales

How to Implement or Re-Energize a Project Office?

- Implementation lifecycle for a permanent P30: identify - define - deliver - close
- Implementation lifecycle for a temporary programme or project office :
 - Organizational context
 - Definition and implementation
 - Running
 - Closing
 - Recycling

How to Operate a P30

- Overview of tools and techniques
- Benefits of using standard tools and techniques

- Critical success factors
- P3O tools
- P3O techniques

WHO SHOULD ATTEND?

The P3O Foundation qualification is designed for professionals who:

- Needs to understand the terminology and concepts underpinning P3O
- Aspire to join a portfolio, program, or project office environment
- Are new to a portfolio, program, or project office environment

Roles might include: Portfolio Managers ; Program Directors ; Consultants ; Senior Members of a Portfolio, Program or Project Bureau.

PREREQUISITES

There are no formal prerequisites. However, experience in project and/or programme management is recommended.

ABOUT THE P3O FOUNDATION EXAMINATION

- The exam is a closed-book format
- The total duration of the exam is 60-minutes (+ extra time for non-native English speakers)
- The exam consists of 75 multiple choice questions with one mark available per question
- You need to score 35 marks out of 70 (50%) to pass the exam

COURSE MATERIAL

You will receive a copy of the classroom presentation material and the handbook, which contains reference materials. Delegates will also receive the official *Portfolio, Programme and Project Offices: P3O – 2013 Edition*, ISBN: 9780113314232 guide.