

Portfolio, Programme and Project Offices P3O[®]



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What is P3O®?

- P3O provides a decision enabling/delivery support model for all business changes within an organisation
- P3O is a set of principles, processes and techniques to help organisations successfully establish support structures that:
 - Enable senior management to take informed decisions on prioritisation, risk management and deployment of resources to meet strategic objectives
 - Identify and realise the outcomes and benefits of projects and programmes
 - Ensure projects and programmes are delivered within time, cost and quality constraints

What does P3O offer?

- Models for three different levels of support office (portfolio, programme and project) including definitions for services provided by the offices:
 - Strategic planning and portfolio support services
 - Delivery support services
 - Centre of Excellence services
- Roles and responsibilities tables for all those involved in supporting project and programme management within an organisation
- Guidance on how to implement a P3O including:
 - Establishing the blueprint of the processes, information flows and organisation structure for the P3O
 - Developing the business case for creating a P3O
- Tools and techniques for running the P3O including:
 - Prioritisation techniques for defining the order of work across projects and programmes:
 - Capacity planning and resource management techniques
 - Management dashboards

What are the benefits of P3O?

The benefits of P3O are derived from two complementary principles:

- Doing the right projects and programmes
- Doing projects and programmes right

The benefits are:

- Closer alignment of projects and programmes to the strategic objectives of the organisation
- Reduction in costs from stopping or not starting initiatives that do not contribute sufficient benefits
- A reduction in the number of projects that absorb resources but which are terminated prior to delivery
- A reduction in project and change activity that is a duplication of effort or is running at cross purposes

What will I learn on the course?

- Describe the high-level P3O model and know the differences between Portfolio, Programme and Project Management
- Know the arguments for establishing a P3O model and measuring its success
- Describe the purpose and major content of all roles
- State the key functions and services of a P3O
- Describe tools and techniques used by a P3O
- Define the business case to get senior management approval for the P3O
- Build the right P3O model to adapt to the organization's needs, taking account of the organization's size and PPM maturity
- Plan the implementation of a P3O
- Use tools and techniques in running the P3O and shaping the portfolio of programmes and projects

P3O Qualifications

Foundation

- Tests your understanding of the models, services and functions offered by P3O
 - 50 question multiple-choice examination
 - Must get 30 or more marks to pass
 - 40 minutes duration

Practitioner

- Tests your ability to select and apply relevant elements of P3O to project, programme and portfolio situations
 - Seven questions each worth 10 marks
 - Must get 35 or more of the available 70 marks
 - 2h15m objective based testing examination

What do people say about the course?

“Thought provoking – I have learnt loads. I have been in project management for years but this course gave me new insight into how best to organise the support functions and how to bring the projects and programmes together.”

“I am an independent contractor and this course has given me the material for my own handbook in how to set up PMOs – when I start a new contract I know I can add value from day one because there are so many check lists for the different jobs that need doing.”

“The emphasis on run the business and change the business is fantastic – simple but it’s clarified how to balance what we do in one simple phrase. This is going to change what questions we ask about projects before authorising them.”

“Its not always for operational managers to understand what I do so having a qualification makes it easier for people to ask for more details during interviews.”

Is a qualification important?

- Many people working in project management already have qualifications that reflect their ability to run projects and programmes – PRINCE2 and MSP being the most popular - P3O is a differentiator that provides evidence of your ability to structure an effective project and programme management environment
- P3O is a strategic level qualification that examines project management for its ability to contribute to the strategic objectives of the organisation. By holding this qualification you are able to re-position your career into a wide range of strategic roles including Portfolio analyst or PMO manager

[More details about P3O](#)

Why choose Maven Training?

- Excellent P3O examination pass rates consistently above the national average for P3O Foundation and Practitioner qualifications
- Maven is an Accredited Training Organisation, assessed by the APM Group every year to check that we have quality processes, course materials and trainers to give you the best possible P3O training course
- Trainers who are experienced project and programme managers and who have planned and implemented portfolio management in a wide range of private and public sector organisations
- Trainers with an extensive range of project and programme qualifications, and who are able to explain P3O in the context of other best practice approaches
- Trainers who participate in our Maven Excellence Train the Trainer programme to ensure they are up to date with training methods and have personal recent experience of taking exams and know how it feels
- Regularly updated course materials and sample papers to ensure our courses are as enjoyable, relevant to the real world and up-to-date as possible

When you train with Maven

Before the course

- Receive the P3O text book – “Portfolio, Programme and Project Offices”
- Access to <https://www.mavennet.co.uk> which has lots of information to help you prepare for your course:
 - Pre-course work book with activities, questions and suggested pages to read and mark up in the official text book
 - E-learning modules to help you see how P3O fits into other project, programme, change and risk management qualifications
 - On-line access to a trainer for any questions that you have about P3O
 - Quizzes and sample examination papers to test your knowledge

During the course

- Course materials including models, games, puzzles, slides, activities and sample examination papers
- Experienced trainers who know how to manage projects and how to apply P3O in the ‘real world’
- Activities to help you understand how to use P3O and how to pass the examinations

After the course

- Use the [Maven Knowledge Centre](#) to stay up to date