

As an **Accredited Training Organisation for P3O**, we deliver fully accredited P3O courses for all levels of P3O personnel. We deliver **scheduled open courses** throughout Europe and **in-house courses** for public and private clients globally. Our trainings are delivered worldwide in English.

### ▶ **Scheduled Open Courses**

Standard Training Sessions organised for individuals in the following countries: Belgium, Denmark, Germany, Finland, France, Italy, Norway, Romania, Spain, Sweden.

### ▶ **In-house courses**

Customised Training Sessions at your preferred location and date worldwide. This solution will allow your company to train a number of your employees together reducing the cost of this investment, and will guarantee a training tailored to the needs of your company.

### Tailor-Made Services

We provide additional services to the Foundation and Practitioner courses for all levels of project personnel. These are highly customised services, created according to your individual requirements.

### ▶ **P3O Overview**

The P3O Overview provides delegates with a fundamental understanding of the functions and implementation of P3O models. This event provides an introduction to the P3O guidance focusing on the value of a P3O model for achieving strategic objectives. Candidates will learn how P3O can be implemented or revitalised.

### ▶ **P3O Consultancy**

In addition to training, we also provide guidance on the setting up and implementation of a P3O model. We provide consultancy and mentoring services to set up a framework within which to drive a structured approach to programmes and individual projects.

QRP International can help design a support model to enable project and programme managers to effectively realise change initiatives involving a Portfolio, Programme and Project Office (P3O).

QRP International is a training and consultancy provider of Best Practice Management Methods, specialised in the Cabinet Office Best Practice qualifications like:

- ▶ PRINCE2 - Project Management
- ▶ MSP - Programme Management
- ▶ P3O - Portfolio, Programme and Project Offices
- ▶ MoP - Management of Portfolios
- ▶ ITIL - IT Service Management
- ▶ Agile Project Management

Our accredited Quality Management System ensures the high Quality of our services; the focus on Results allows us to provide highly customised trainings with case studies created in cooperation with our clients; the focus on People is assured with the use of certified trainers, with international experience in Project and Programme Management

If you have any inquiries about our services please contact us.

QRP International  
Str. Logofat Luca Stroici 17-19,  
Sector 2, 020582,  
Bucuresti,  
Romania

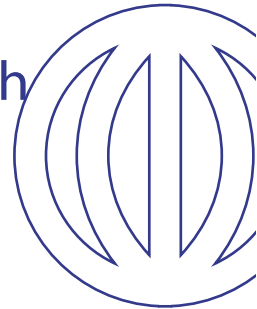
E-Mail: [romania@qrpinternational.com](mailto:romania@qrpinternational.com)  
Tel: + 40 - (0)31 2249983  
Fax: + 40 - (0)31 8112833  
[www.qrpinternational.ro](http://www.qrpinternational.ro)



**P3O®**  
The Portfolio, Programme  
and Project Offices Guidance

## P3O Learning Path

Foundation & Practitioner



## P3O

- ▶ Portfolio, Programme and Project Offices Guidance
- ▶ Public Domain Guide
- ▶ Universally applicable guidance
- ▶ Aligned to CA's PRINCE2®, MSP®, and M\_o\_R®
- ▶ The Cabinet Office is the owner of PRINCE2®, MSP® (Programme Management), P3O® (Portfolio, Programme and Project Offices), MoP™ (Management of Portfolios) and ITIL® (IT Service Management)



ACCREDITED BY  APMG-International

QRP International is a PRINCE2/MSP/P3O/MoP/ITIL/Agile Project Management Accredited Training Organization by the APM Group.  
PRINCE2® is a registered trade mark of the Cabinet Office. MSP® is a registered trade mark of the Cabinet Office. P3O® is a registered trade mark of the Cabinet Office. MoP™ is a trade mark of the Cabinet Office. ITIL® is a registered trade mark of the Cabinet Office. The Swirl logo™ is a trade mark of the Cabinet Office.

## About P3O

P3O® guidance (**Portfolio, Programme and Project Offices**) provides a decision enabling/delivery support structure for all change within an organisation.

This guidance – **aligned to OGC's PRINCE2®, MSP®, and M\_o\_R®** – brings together in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures.

A Portfolio, Programme and Project Office model will equip an organization with the structures, tools and techniques it needs to ensure it has the right programmes and projects in place and ensures **consistent delivery of programmes and projects across the organisation**.

### P3O Benefits

- ▶ **Increases the project management effectiveness of the organization** through appropriate support structures.
- ▶ **Bridges the gap between strategy/policy makers and the project delivery arm of the organisation**, ensuring that the portfolio is aligned to the strategy and resources optimized for the scope.
- ▶ **Facilitates the identification and realization of business outcomes and benefits via programmes.**
- ▶ **Better resource management** thanks to the predictability of delivery in terms of time and cost.
- ▶ **Facilitates the visibility of progresses, issues, problems and failures.**
- ▶ **A common language and central standards reduce start up time and leads to consistency of approach and delivery.**
- ▶ **Facilitates a faster and appropriate decision making** thanks to a structured governance enabling clarity of decision making, escalation rules and routes.
- ▶ **Enables business growth as well as sustaining operational delivery through change** by reducing the programme and project delivery timescales and by identifying the bottlenecks - resource, money etc.

## P3O Foundation Course

The P3O Foundation Course covers the whole of the syllabus of P3O Foundation level and prepares participants for the **P3O Foundation Examination**.

This level aims to measure whether a candidate could **act as an informed member of a P3O**. To this end they need to show they **understand the principles** and terminology of the guide.

This is a **three day course**, delivered as a classroom event and is designed for people who require a general level of P3O understanding. The training provides knowledge about best practice models to align their current portfolio, program or project office or centre of excellence.

### Objectives

Following the completion of the course participants should:

- ▶ Be able to 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
- ▶ Know how to develop a governance structure that helps optimize an organization's investment in change alongside its Business as Usual work.

### Foundation Target Audience

- ▶ Aspirant Project/Programme Managers
- ▶ Senior Project/Programme Managers
- ▶ PM Office Members
- ▶ Senior Managers
- ▶ Individuals newly-appointed to portfolio, programme or project office roles or those wishing to gain formal qualifications after some support office experience.

It is desirable but not essential that participants have some experience of working on projects/programmes

The course would be of benefit to those aspiring to a more senior role.

## P3O Practitioner Course

The P3O Practitioner Course provides an opportunity to apply the concepts of the P3O guidance to a scenario and prepares participants for the **P3O Practitioner Examination**.

This level aims to measure whether a candidate could manage or work in a component of a P3O. To this end they need to exhibit the knowledge required for the Foundation qualification, and show that they have a **full understanding of how to justify, build and manage a P3O**.

This is a **two day** classroom based course, mainly aimed at (aspiring) Support Office Managers or Directors and is very detailed with the **focus on scenarios**. Exercises will be based on a case study with a similar format to that used in the APM Group Practitioner Exam. This **case study** will be used to test the thorough understanding of the application of P3O.

### Objectives

Following the completion of the course participants should:

- ▶ Demonstrate their ability to **define the business case to get senior management approval** for the P3O
- ▶ Demonstrate their ability to **build the right P3O model** to adapt to the organization's needs, taking account of the organization's size and PPM maturity
- ▶ Demonstrate their ability to **plan the implementation of a P3O**
- ▶ Demonstrate their ability to **use tools and techniques in running the P3O** and shaping the portfolio of programmes and projects.

### Practitioner Target Audience

- ▶ Senior Project/Programme Managers
- ▶ PM Office Members
- ▶ Senior Managers
- ▶ Individuals with key portfolio, programme or project office roles

Project/Programme Management experience is required.

The Foundation exam must have been passed if attending the final two days of the course.