



# Foundation

Want to arrange this course for your organisation?

Call us on +44 (0)1202 736373 or email [info@spoce.com](mailto:info@spoce.com) for more information

Also available:

MoP™ - Management of Portfolios

MoV™ - Management of Value

PRINCE2® (Projects)

MSP® (Programmes)

M\_o\_R® (Risk)

### Implementation

SPOCE can work with your organisation to help implement the OGC methods. If you are looking to establish programme & project frameworks within your organisation and need assistance with guidance, tools and techniques, you can contact us on 01202 736373.

A P30® model provides a decision enabling/delivery support structure for all change within an organisation. This may be provided through a single permanent office which may exist under several different names, for example Portfolio Office, Centre of Excellence, Corporate Programme Office. It may otherwise be provided through a linked set of offices (portfolio office, programme offices, project offices). These offices could be permanent and temporary, providing a mix of central and localised services. Whatever the structure, a P30® is essential for ensuring successful outcomes through the delivery of portfolios, programmes and projects

## Who is the course designed for?

- Managers who need a structure for working alongside corporate organisational investments (projects and programmes).
- Individual who wishes to perform as an informed member of a P30®. This will include individuals newly-appointed to portfolio, programme or project office roles or those wishing to gain a formal qualification after some support office experience.
- Team members employed within or alongside a support office.
- Anybody who needs to know the basics about providing portfolio, programme and project support.
- Programme and Project Managers keen to develop their skills and identify opportunities for further career advancement.
- Any Support offices may be known by a variety of titles such as; Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office. This course will also benefit those aspiring to more senior roles.
- Individuals who require the P30® Foundation certificate.

## What are the course objectives?

By the end of the course, delegates will be able to:

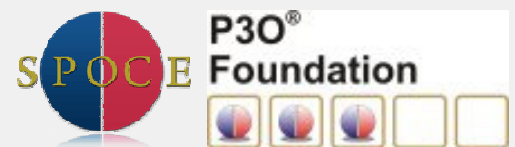
- Describe the high level P30® model and know the differences between portfolio, programme and project Management.
- State the key functions and services of a P30®.
- Identify which P30® model is most appropriate to your organisation's strategic objectives.
- Know the arguments for establishing a P30® model and measuring its success.
- Understand and learn to measure the value that a P30® offers to an organisation.
- Know the roles and responsibilities associated with a P30® service.
- Describe the tools and techniques used by a P30®.
- Understand the relationships between strategy, portfolio, programme and project, and how these different relationships affect management issues.
- Learn how to implement or revitalise a P30®.

## What exams are taken on the course?

- **Foundation:** 40 minutes multiple choice, closed book. 50 questions with an exam pass mark of 60% (30/50).

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- Available as a Client Event for groups
- Exam is included during this course
- Onsite accommodation is available





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## What content does the course cover?

- Structured Approach to Managing Projects**  
 Setting the scene for a structured approach to managing all projects; project
- Overview and Principles**  
 Definitions: portfolio, programme, project; elements of a P3O® model  
  
 The decision-supporting role and governance responsibility of a P3O®; analysing the effectiveness of the P3O® in assuming this role and these responsibilities  
  
 Characteristics of a mature P3O®  
  
 The differences between portfolio, programme and project offices
- Business Case for a P3O®**  
 Why invest in a P3O®?  
 “Doing the right programmes/projects” versus “doing programmes and projects right” and the differences between them  
  
 P3O® value matrix  
  
 KPIs and their measurement
- P3O® Models and Tailoring**  
 Functional areas of a P3O®, including the skills and competences required  
  
 Functions and services delivered by a P3O®  
  
 Relationships with other corporate function offices  
  
 Information assurance, including resource provision by a P3O®  
  
 Sizing a P3O®, including different model types  
  
 Impact of maturity on P3O® implementation
- Implementation**  
 Components of the permanent P3O® model lifecycle  
  
 Definition stage of the permanent P3O lifecycle  
  
 Capability maturity, P3O® tools and techniques  
  
 Blueprint: information flows and reporting requirement  
  
 Temporary versus permanent P3O® model  
  
 Key areas of focus of a temporary programme or project office
- Tools and Techniques**  
 Utilisation of tools and standard P3O® techniques  
  
 CSFs for tools and techniques  
  
 Collaborative integrated tools; enterprise tools  
  
 Objectives and benefits of: portfolio prioritisation and optimisation; management dashboards; knowledge management; information portal; facilitation – workshop techniques; skills development and maintenance  
  
 Knowledge management techniques  
  
 Types of facilitated workshops  
  
 “Swimlane” models – benefits and use
- Roles**  
 Management, generic and functional-based purpose of P3O® roles

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