

P30® Portfolio Programme and Project Offices Foundation/Practitioner Certificate Courses

Duration **4 days**

4-day two-module training program leading to the Foundation Level and Practitioner Level Certificates in P30®.

The P30 model was developed by the AXELOS and is from the same stable as PRINCE2® and MSP®. It 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 organisation or department. It could successfully take many forms, all of which are explored with the P30 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.

There is no 'one size fits all' approach – in a large government department or large corporate, the P30 model may be the ideal, however in a small organisation the P30 model may simply be a single individual acting as a multi tasking P30 officer.

Why Was the P30 Guidance Developed?

PRINCE2, Managing Successful Programmes and Management of Risk all touch on the need to provide adequate support structures for these best practices. However currently there is no single source of this information that either organisations or individuals can go to for guidance or advice on setting up or running an effective delivery support office in alignment with AXELOS's Best Practice guidance. The P30 guidance is aligned to AXELOS's PRINCE2, MSP and M_o_R® and 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. P30 also bridges the gap between the strategy/ policy makers and the delivery arm of the organisation.

Who Should Attend

ALC offers a 3-day two module training and certification program comprising the Foundation Certificate (2 days) followed by the Practitioner Certificate (2 days). The Foundation module can be taken on its own.

The course is designed for:

- Programme Managers
- Programme Directors
- Business Managers involved in approving/prioritising business change investments
- Project Managers who need to better understand Portfolio/ Programmes/Project Office Managers
- Programme/Project Office Managers
- Staff who perform roles within a PMO/P30 structure
- P30 and PMO Consultants
- Individuals who require P30 certification
- Managers who need a structure for working alongside corporate organisational investments (projects and programmes)
- Team members employed within or alongside a support office
- Anybody who needs to understand and apply the principles of portfolio, programme and project support

Course Contents

P30 Foundation (Days 1-2)

This course comprehensively covers concepts, terms and theory and is packed full of real world examples and sample exercises.

- 1. Why Have a P30 Model?** Setting the scene, value of having a P30 model and the consequences of not having a P30, how to create the business case.
- 2. What is a P30 Model?** Overview of models, functions and services, roles and responsibilities and integration into the organisation.
- 3. How to Implement a P30 Model** Lifecycle, stages of delivery, delivery, review and lessons learned, closure and benefits review.
- 4. How to Operate – Tools and Techniques** Benefits, critical success factors, tools, techniques and tailoring approaches.
- 5. Roles and Responsibilities** Include management and generic roles and functional-based roles.
- 6. Foundation Exam** Multiple choice examination questions

- 75 questions - 70 live questions and five trial
- 60 minutes' duration
- 35 marks required to pass (out of 70 available) – 50%
- Closed book.

P30 Practitioner (Days 3-4)

This module thoroughly deals with the practical application of P30 and works extensively through case studies. The course finishes with an exam review and then the actual Practitioner exam, which is:

- Objective testing
- Four questions of 20 marks each - 80 marks in total
- 150 minutes' duration
- 40 marks required to pass (out of 80 available) – 50%
- Open book - (Portfolio, Programme and Project Offices: P30 guide only).

Course Objectives

After attending this P30 training program you will be able to:

- Identify which P30 model is most appropriate to the strategic objectives of your organisation
- Understand and learn to measure the value that a P30 offers to an organisation
- Identify the functions/services of a P30
- Know the roles and responsibilities associated with a P30 service
- Practice strategic analysis and portfolio modelling techniques used within 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
- Understand the P30 business case, and its relationship to the P3M3 Maturity Model



Pre-Requisites

To sit the Practitioner exam delegates must have passed the Foundation exam. There are no pre requisites to sit the Foundation exam.

Materials Supplied

- Pre course reading booklet
- P30 Manual: Portfolio, Programme and Project Offices
- P30 work folder with exams