

P3O® Foundation

Duration: 5 Days

Language: en

Course Code: PO4 - 150

Objective

By the end of this programme, participants will be able to:

1. Understand the fundamental principles, purpose, and scope of the P3O model.
2. Differentiate between Portfolio, Programme, and Project Management lifecycles.
3. Identify the reasons for establishing a P3O and the value it brings to an organisation.
4. Explore various P3O model structures and the factors influencing their selection.
5. Recognise the key functions, services, and roles within a P3O.
6. Understand the tools and techniques used to operate an effective P3O.
7. Prepare comprehensively for the P3O® Foundation certification exam.

Audience

1. This course is highly recommended for:
   PMO Managers, PMO Analysts, and PMO Support Staff.
   Project, Programme, and Portfolio Managers.
   Senior Responsible Owners (SROs) and Business Managers.
   Strategic Planners and Change Managers.
   Professionals seeking a foundational understanding of PMO governance frameworks.

Training Methodology

This programme employs a highly interactive, adult-learning methodology designed for project professionals, seamlessly blending advanced theoretical frameworks with practical application. Throughout the course, participants will engage in real-world case studies that involve analyzing different PMO structures and organizational contexts. This analytical foundation is immediately put to the test through facilitated workshops, where attendees evaluate the strategic alignment of projects. To ensure technical proficiency, the training incorporates hands-on exercises focused on P3O tools, techniques, and performance metrics.

Please note that while the course includes comprehensive exam preparation and mock testing, the official P3O® Foundation certification exam is administered outside of the scheduled classroom hours.

Summary

The Portfolio, Programme and Project Offices (P3O®) guidance provides a universally applicable framework that combines principles, processes, and techniques to facilitate effective portfolio, programme, and project management. This 5-day Foundation course introduces participants to the P3O model, equipping them with the knowledge required to understand the terminology, concepts, and structural design underpinning a successful Project Management Office (PMO). Participants will explore how P3O aligns change initiatives with business strategy, ensuring optimal resource allocation, structured governance, and robust decision-making support across the organisation.

Course Content & Outline

Section 1: Introduction to P3O and Strategic Alignment

- Definitions of Portfolio, Programmes, Projects, and Business as Usual (BAU).
- The relationship and differences between project, programme, and portfolio lifecycles.
- The purpose and scope of a high-level P3O model.
- How P3O supports strategic decision-making and delivery across change initiatives.

Section 2: The Business Case for P3O

- Why have a P3O? Understanding the value proposition.
- Developing the business case required to obtain senior management approval.
- Identifying capability gaps, linked benefits, and defining the vision for a P3O.
- Overcoming common barriers to successful P3O implementation.

Section 3: Designing P3O Models and Structures

- Identifying different P3O models: Permanent, Temporary, and Virtual structures.
- Sizing and tailoring an appropriate model based on organisational maturity.
- Understanding the core functions and services of a P3O.
- Integrating a P3O within an existing organisational structure.

Section 4: P3O Roles, Tools, and Techniques

- Key P3O roles: Management, generic, and functional responsibilities.
- Skills and competencies required for staffing a successful P3O.
- Operating a P3O: The difference between tools (Collaborative/Integrated) and techniques.
- Techniques for success: Management dashboards, portfolio prioritisation, and facilitated workshops.

Section 5: P3O Implementation and Exam Preparation

- The lifecycle for implementing or re-energising a permanent or temporary P3O.
- Key stages: Definition, Blueprinting, and tracking information flows.
- Risks and threats to implementing a P3O.
- Comprehensive P3O Foundation Exam review, mock exams, and certification preparation.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards. CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

The official P3O® Foundation and Practitioner certification exams are administered by PeopleCert. Please note that the exam fee is not included in the course fee unless mentioned clearly.

Categories

Management & Leadership, Project Management, Quality & Productivity

Tags

Project management, The Project Management Office, PMO, P3O, Information Assurance IA, P3O Blueprint, Portfolio Management

Related Articles



Achieving Project Success: Navigating The Cost, Scope & Time Relationship

Delve into the Project Management Triangle, a fundamental concept in project management. Explore the interplay between cost, scope, and time, and learn how project managers can effectively leverage this framework to achieve successful outcomes.