



Foundation & Practitioner

Want to arrange this course for your organisation?

Call us on
+44 (0)1202 736373 or
email 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 and Practitioner certificates.

What are the course objectives?

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

- Explain the P30® model and describe the differences between portfolio, programme and project Management.
- State the key functions and services of a P30®.
- Explain which P30® model is most appropriate to your organisation's strategic objectives.
- Know the arguments for establishing a P30® model and measuring its success.
- 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 and describe 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).
- **Practitioner:** 2¼ hours, open book (P30® Guide only) consisting of 7 scenario-based objective test questions.

+44 (0)1202 736373 info@spoce.com www.spoce.com

- Available to Individuals on public courses
- Available as a Client Event for groups
- Exam is included during this course
- Onsite accommodation is available





Foundation & Practitioner

Want to arrange this course for your organisation?

Call us on +44 (0)1202 736373 or email 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.

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 P30® model
 The decision-supporting role and governance responsibility of a P30®; analysing the effectiveness of the P30® in assuming this role and these responsibilities
 Characteristics of a mature P30®
 The differences between portfolio, programme and project offices
- Business Case for a P30®**
 Why invest in a P30®?
 “Doing the right programmes/projects” versus “doing programmes and projects right” and the differences between them
 P30® value matrix
 KPIs and their measurement
- P30® Models and Tailoring**
 Functional areas of a P30®, including the skills and competences required
 Functions and services delivered by a P30®
 Relationships with other corporate function offices
 Information assurance, including resource provision by a P30®
 Sizing a P30®, including different model types
 Impact of maturity on P30® implementation
- Implementation**
 Components of the permanent P30® model lifecycle
 Definition stage of the permanent P30 lifecycle
 Capability maturity, P30® tools and techniques
 Blueprint: information flows and reporting requirement
 Temporary versus permanent P30® model
 Key areas of focus of a temporary programme or project office
- Tools and Techniques**
 Utilisation of tools and standard P30® 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 P30® roles

+44 (0)1202 736373 info@spoce.com www.spoce.com

- Available to Individuals on public courses
- Available as a Client Event for groups
- Exam is included during this course
- Onsite accommodation is available

