



PORTFOLIO, PROGRAMME & PROJECT OFFICES (P30®) FOUNDATION & PRACTITIONER COURSE eLEARNING

Introduction

Portfolio, Programme and Project Offices (P30®) is the standard developed by the UK government to enable individuals and organizations to establish, develop and maintain appropriate business support structures. The guidance brings together a set of principles, processes and techniques to facilitate effective Portfolio, Programme and Project Management by proposing proven enabling and support structures, roles and responsibilities. These structures also bridge the gap between the process of developing the organisation's strategy and that of its delivery.

This accredited eLearning course covers the latest version released in 2013 and prepares delegates for the Foundation examination.

Target Audience

This course is ideal for any staff involved in P30 roles who wish to gain a qualification, for example:

- Head of P30® (Portfolio Office, Programme Office or Centre of Excellence)
- Portfolio, Programme or Project Office staff
- Portfolio, Programme or Project staff looking to work within a P30® model.

Course Benefits

- Application of P30® common vocabulary
- Increased confidence in real world application
- Thorough knowledge of the P30® guidance and theory at theory and application level.

Duration: Approx. 14 Hours

Pre-Requisites: Previous experience of P30® or Programme Office environment and completion of the pre-course reading.



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About Aspire Europe

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

This eLearning course is intense and is intended to be interactive whilst challenging.

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Course Outline

Module	Content
<u>P30® Concepts</u> Overview and Definitions	This session covers: Understanding of portfolios, programmes and projects and the business as usual environment in which they are delivered.
Governance Backbone	This session covers: How P30® supports effective delivery of portfolios, programmes and projects by linking strategy, change and business as usual.
Business Case and Performance Measures	This session covers: <ul style="list-style-type: none"> • Answering the question: Why have P30®? • How will we measure its success?
<u>P30® Models</u> Model Organisation Structures	This session covers: Introduction to different types of P30® models and the pre-requisites to their success.
Functions and Services	This session covers: An understanding of P30® Functions and Services and how their emphasis may change dependent on the point of delivery.
Roles and Responsibilities	This session covers: An introduction to typical roles found in a P30® model both generic and functional based roles.
<u>P30® Lifecycles</u> Permanent Lifecycle	This session covers: <ul style="list-style-type: none"> • Developing a Vision and Business Case for a P30® • Defining a Blueprint and establishing a programme or project to deliver the blueprint
Temporary Lifecycle	This session covers: <ul style="list-style-type: none"> • Understanding what's involved in designing and running a temporary Programme or Project Office to support a specific change initiative
<u>P30® Tools and Techniques</u> Tools Consideration	This session covers: <ul style="list-style-type: none"> • Understanding types of tools that are available, when to use them and the benefits and associated critical success factors. • Tailored use of Tools and Techniques • Online Repository of Example Tools • Benefits • Facilitation Techniques and Workshops

Key Techniques	This session covers: Introduction to key techniques with examples, to include: <ul style="list-style-type: none">• Portfolio Prioritisation• Management Dashboards• Knowledge Management• Portals• Workshop Facilitation• Skills Development• Business Process Modelling• Capacity Planning• Assurance and Project Complexity Modelling
Foundation and Practitioner Examinations	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for both the Foundation and Practitioner examinations. We provide sample papers and worked exercises using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.