



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

## 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 is the five-day approach to gaining the Foundation & Practitioner qualifications. It is an intense course that covers the version released in October 2013 and will require delegates to prepare thoroughly and be prepared for evening work throughout the course.

## 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

- Basic and advanced level qualifications
- 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:** Five days

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

**In-House Event:** Price on application



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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.

The first three days of this course are intense and practical experience of working in a P30® model is an advantage, although not essential. Preparation is the key to success, which is why we provide a full pre-course programme to help you arrive on the first day fully prepared.

The Practitioner element of the course (days four and five) is intense but fun, and is intended to be interactive whilst challenging.

**For more details please contact us**

**0117 440 2560**

Email: [theacademyteam@aspireeurope.com](mailto:theacademyteam@aspireeurope.com)

Web: <https://www.aspireeurope.com/>



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## Course Outline

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

<b>Key Techniques</b>	<p>This session covers: Introduction to key techniques with examples, to include:</p> <ul style="list-style-type: none"> <li>• Portfolio Prioritisation</li> <li>• Management Dashboards</li> <li>• Knowledge Management</li> <li>• Portals</li> <li>• Workshop Facilitation</li> <li>• Skills Development</li> <li>• Business Process Modelling</li> <li>• Capacity Planning</li> <li>• Assurance and Project Complexity Modelling</li> </ul>
<b>MSP Care in Context</b>	<p>This session covers:</p> <ul style="list-style-type: none"> <li>• Syndicate workshop to define and clarify their understanding of the MSP® Care.</li> <li>• Transformation Programme and associated documentation.</li> </ul>
<b>Completing Programme Definition</b>	<p>This session covers:</p> <ul style="list-style-type: none"> <li>• Consolidation of the Programme information developed during the Practitioner course</li> <li>• Preparation to develop a presentation to the MSP® Care Sponsoring Group of the fully defined Programme</li> </ul>
<b>Managing the Programme 1</b>	<p>This session covers:</p> <ul style="list-style-type: none"> <li>• Managing the programme sessions</li> <li>• Use the MSP® framework to respond to a range of business scenario's</li> <li>• Challenges to the programme with groups developing solutions and options</li> </ul>
<b>Managing the Programme 2</b>	<p>This session covers:</p> <ul style="list-style-type: none"> <li>• Specific application of the Governance Themes to the Transformational Flow to ensure sound understanding of the concepts</li> </ul>
<b>Foundation and Practitioner Examinations</b>	<p>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.</p>