



Inspiring growth and improvement

A large circular graphic with a white border, containing a dark, blurred image of a hand typing on a computer keyboard. The text is overlaid on this image.

P30[®] Practitioner

Accredited by People Cert and AXELOS

www.businessbeam.com

Highlights

AXELOS/PeopleCert accredited courseware and trainer

Experienced and Certified consultants as trainers

Acquire the advance knowledge of Portfolio Programme and Project Office in 3 days

Receive accredited training and prepare for exam in 3 days

Engaging group discussions, workshops & quizzes

Avail free lifetime course revision

Exceptional post training support

21 Contact hours

Learn how to manage Portfolio, Programme or Project office, or Center of Excellence. Develop complete understanding of how to justify, build and manage a P30.

Introduction

The purpose of the Practitioner qualification is to confirm whether the candidate has achieved sufficient knowledge and understanding of the P3O guidance to design, implement, manage or work within any component office of a P3O model. A successful candidate will have an overall understanding of the elements, roles, functions and tools and techniques deployed in a generalised P3O model. Additional training may be required if the candidate is to take up one of the specialist roles in the P3O organization.

Learning Objectives

Candidates need to exhibit the competences required for the Foundation qualification and to show that they could apply P3O guidance to the design, implementation and management of a P3O model. Specifically, they need to demonstrate their ability to:

- Develop the business case required to obtain senior management approval for the P3O
- Identify and build the most appropriate P3O model, which will adapt to the organization's needs, taking account of the organization's size and portfolio, programme and project management maturity
- Identify the most appropriate roles required to populate a specified P3O structure
- Plan the implementation of a P3O
- Choose and use appropriate tools and techniques while running the P3O and advising those who shape the portfolio of programmes and projects

Contents

- > **Introduction**
 - ▶ Definitions of project, programme & portfolio
 - ▶ Concept of business-as-usual
 - ▶ What is P3O
 - ▶ AXELOS Best Practice Guidance
 - ▶ Best Practice Management Principles
- > **Why have P3O?**
 - ▶ How P3O adds value
 - ▶ Maximizing value of P3O
 - ▶ Getting investment for the P3O
 - ▶ The approach to maximizing the value of a P3O
 - ▶ Types of funding models for temporary and permanent offices
 - ▶ Typical timescales for implementing a P3O
 - ▶ Appropriate cost models for permanent and temporary P3Os
- > **Designing a P3O Model**
 - ▶ Strategic planning / portfolio support functions
 - ▶ Delivery support functions
 - ▶ Center of excellence functions
 - ▶ P3O model design considerations
 - ▶ Success factors for P3O offices
 - ▶ Independent assurance of P3O
 - ▶ Levels of governance within a P3O for three different functions
 - ▶ How P3O model types support the delivery of change
 - ▶ Sizing of a P3O for a permanent or temporary office
 - ▶ P3O structure and reporting lines
- > **Implementing & Re-energizing a P3O**
 - ▶ Implementation lifecycle for a permanent P3O model
 - ▶ Identify
 - ▶ Design
 - ▶ Deliver capabilities & realize benefits
 - ▶ Close
 - ▶ Implementation lifecycle for a temporary programme or project office
 - ▶ The focused set of stakeholders
 - ▶ Organizational context
 - ▶ Definition and implementation of a temporary programme or project office
 - ▶ Running a temporary office through to delivery
 - ▶ Treatment of internal resources within a temporary project office
 - ▶ Closing down a temporary programme or project office
 - ▶ Recycling
 - ▶ How PPM maturity will impact on the design, planning and delivery of the P3O Model and the P3O Blueprint
 - ▶ Activities to implement or re-energize a permanent P3O.
 - ▶ Activities to implement a temporary programme or project office
- > **P3O Tools and Techniques**
 - ▶ Tool vs. technique
 - ▶ Types of tools & techniques and their usage
 - ▶ Benefits of using standard tools and techniques
 - ▶ Critical success factors when introducing tools and techniques into the P3O
 - ▶ Examples of P3O tools & techniques
 - ▶ The factors involved in complexity modelling
 - ▶ Selecting and developing a tools requirements document for a PPM solution
 - ▶ Choosing knowledge management tools and techniques
 - ▶ Critical success factors and benefits of using tools and techniques
- > **Roles and Responsibilities**
 - ▶ P3O management roles
 - ▶ P3O generic roles
 - ▶ P3O functional roles
 - ▶ The skills and competencies required to fulfill the roles
 - ▶ To which functional area or office in a P3O model each role might be allocated
- > **Practice Examination**

Recommended Participants

P30 Practitioner qualification is targeted for those who:

- Aspire to join a portfolio, program, or project office environment
- Are new to a portfolio, program, or project office environment
- Consider deploying or reconfiguring the P30 model
- Are involved to delve into optimization of the strategic decision making

Prerequisites

Participants are required to have passed the P30 Foundation exam in order to be certified at the Practitioner level.

Course Format

The course uses a stimulating mix of instructions, quizzes, workshops, discussions, practice exam, and certificate exam.

Duration

3 days, including certification examination on the last day.

Materials Provided

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Practice examination
- Course Certificate
- Exam certificate on passing the P30 Practitioner examination

Practice Exam

A 150-minute practice exam is part of the course. The practice exam aims to help participants in passing the P30 Practitioner certification exam.

Certification Exams

A 150-minute certification exam is scheduled on the last day of the course. The exam is an open-book format. Participants can only bring P30 manual. The exam consists of 4 objective type questions. Each question carries 20 marks each, 80 marks in total. 40 marks or 50% is required to pass the exam (out of 80 available).

About Business Beam

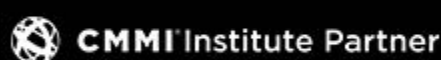
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Established in 2004 as a performance improvement firm with a vision to drive organizations towards corporate excellence, Business Beam has served hundreds of organizations of various sizes, different domains and geographical regions including USA, Saudi Arabia, UAE, Oman, Bangladesh, Hong Kong and Pakistan. During the years in operations, we have successfully delivered hundreds of consulting assignments and training courses. Thousands of professionals and executives from different organizations and nationalities have attended them.

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