

# P3O®, Foundation: Certification Portfolio, Programme and Project Office

Hands-on course of 3 days - 21h

Ref.: PTO - Price 2025: 2 650 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Create P3O® value in an organization

Measure the success of projects and programs, according to P3O®

Implement good accountability practices for each model

Manage risks.

## CERTIFICATION

The exam is made up of 50 multiple-choice questions (1 point per question). It lasts 40 minutes, and certification is attained if the candidate gives at least 30 correct answers (60%).

## THE PROGRAMME

last updated: 03/2024

### 1) Introduction to P3O®

- Project management, program management, portfolio management. Definitions. Differences.
- Background. Corporate strategy. Portfolio, program and project lifecycles.
- The supporting role of the P3O®.

*Storyboarding workshops.* : Discussions on the supporting role of the P3O®.

### 2) Why have a P3O®?

- Opportunities and purposes of a P3O®. The value created by a P3O® in an organization.
- The value matrix. Measuring the success of projects and programs, according to P3O®.

*Examples of relevant indicators for measuring success.*

### 3) What is a P3O® model?

- Organizational models. Permanent, temporary, virtual office. What to do for small organizations.
- Functional areas.
- Supported functions and services. Choosing and integrating an organizational model.
- Good accountability practices for each model. Model maturity and evolution.

*Exercise* : Decide on the appropriateness of a model based on an organization's background and goals.

### 4) Roles of P3O®

- Skills required of P3O® management and portfolio management team.
- Recruiting office members.
- Cross-cutting functional roles and specific management roles.

*Group discussion* : In a given situation, identify the best possible distribution of roles.

### 5) P3O® tools and techniques

- How to use the tools.
- Key strategic benefits and success factors in implementing tools.
- Adapting the tools to different levels.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Organization. Information portals and workshops. Human resources management.

*Case study* : Choosing appropriate tools.

#### 6) P3O®: Implementation

- Defining the vision. Identify stakeholders.

- Defining the plan (Blueprint): processes, organizing decisions, tools, information flow.

- Managing risks. The "temporary office" lifecycle.

*Group discussion* : Define the content of Blueprint.

#### 7) Taking the exam

- Summary of important points. Preparing for the exam. Questions.

*Exam* : Taking the official P3O® Foundation exam.

## DATES

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### REMOTE CLASS

2025 : 10 sept., 15 déc.