

P30[®] Foundation & Practitioner Course



Course Objective

To cover the content of the P30 Practitioner syllabus and to prepare delegates to take the Foundation and Practitioner exams during the course.

Delegate Profile

Individuals newly-appointed to leading portfolio, programme or project office roles or those wishing to gain formal qualifications after a period of support office experience. (Support offices may go by many names including Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office.) The course would be of benefit to those aspiring to manage or direct support office capability.

Topics Covered

Overview	Tools, Techniques and Functions
Project Management Concepts	
Programme Management Concepts	Models and Tailoring
Portfolio Management Concepts	Implement and Re-Energise
P30 Overview	Tools and Techniques
P30 Maturity	
Why have a P30?	
P30 Models	
P30 Roles	

Trainer Profile

All AFA P30 trainers have undergone the rigorous approvals process administered by the APM Group on behalf of the UK Cabinet Office. They are practising project and programme managers with considerable experience in a wide range of industry sectors. The use of hybrid trainer-managers is of great benefit to delegates and ensures that illustration and anecdotes have up-to-date validity and that the training given, whilst being true to the syllabus is also pragmatic.

Location and Duration

AFA open courses take place at approximately six week intervals at a range of locations across the UK. All venues have been chosen for their modern equipment and ease of access from major road, rail and air routes. Alternatively client events can be arranged either on-site or at a suitable venue nearby. A full open course schedule can be found at <http://www.afaprojects.com/courses/search/>.

This course takes place over five days, including the optional P30 Foundation and Practitioner examinations. Delegates should be aware that evening preparation and consolidation will be required by those who wish to pass the exams.

ProjectCoach

AFA is pleased to introduce ProjectCoach, a new premium service which is completely free of charge to AFA clients. This confidential service gives every delegate the opportunity to have a document reviewed by one of AFA's experienced consultants.

AFA Atrium

The AFA Atrium is a secure online document repository, for use by all delegates on AFA's courses. The Atrium will provide a range of value-added resources for use by delegates before, during & after classroom training.

Guaranteed Courses

AFA guarantees all course dates in England. We believe that delegates should not have to worry about cancelled courses or transferring dates.

Course Arrangements and Cost

Open course places cost from £1395+VAT per delegate.

Included in the cost of the course are:

Joining instructions and pre-course preparation pack

Access to the AFA Atrium

Official publication 'Portfolio, Programme & Project Offices'

Printed course material

Examination fees

Course refreshments

ProjectCoach Service

Joining instructions including pre-course exercises and P3O manual are sent out approximately 2 – 3 weeks before the course start date. Typically pre-course preparation will require a 4-6 hours of study.

We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Course timetables can be tailored to meet client requirements. Please contact us for further information.

Why AFA?

AFA was established sixteen years ago as a management consultancy organisation. AFA is one of the original and leading P3O Accredited Training Organisations (ATOs). Since the introduction of the P3O guidance, AFA quickly established themselves as one of the largest organisations delivering accredited training for both the Foundation and Practitioner qualifications. AFA have established a reputation for being able to deliver training courses that combine excellent exam pass rates with realistic and practical guidance ensuring maximum skills transfer.

AFA continues to specialise in the Best Practice methods, becoming accredited at the earliest possible opportunity to deliver training in:

MoP™ portfolio management
PRINCE2® project management
MSP® programme management
M_o_R® risk management

Five further training strands complete the AFA offering:

Change Management – accredited by the APM Group

Benefits Management – developed from experience of MSP training & implementation

ITIL® Service Management – accredited by ISEB

APM Qualifications – accredited by the Association of Project Management

MoV™ Management of Value – accredited by the APM Group

We believe that this unique combination of expertise allows us to help organisations to maximise the benefits of their change initiatives.

Contact Details

If you would like further information or wish to make a booking please contact Stuart Flatt at Stuart.Flatt@AFAPROJECTS.COM or on 01362 692973, or book online at www.AFAPROJECTS.COM.

Exam Information

Foundation

- Question booklet contains 50 questions
- Pass mark is a total of 30 or more out of a possible 50 (60%).
- 40 minute multiple choice, closed book.

Practitioner

- 7 questions, each worth 10 marks.
- Pass mark is a total of 35 or more out of a possible 70 (50%).
- 2 ¼ hour multiple choice scenario based objective test.
- Access to the P3O manual is allowed during the exam; no course material.