

Portfolio, Programme & Project Offices (P3O®) Open Overview Course

Course Objective

To introduce the topics covered by the Office of Government Commerce's (OGC) Portfolio, Programme & Project Office guidance.

Delegate Profile

This workshop is suitable for individuals newly-appointed to a portfolio, programme or project office environment; or senior managers considering the introduction or re-configuration of such a structure within their organisation. (Support offices may go by many names including Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office.)

Topics Covered

The following topics will be introduced:

- Overview of Method
- Project Management Concepts
- Programme Management Concepts
- Portfolio Management Concepts
- P3O Overview
- P3O Maturity

Trainer Profile

All AFA P3O trainers have undergone the rigorous approvals process administered by the APM Group on behalf of the Office of Government Commerce (OGC). 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.

Duration

This workshop is one day in duration.

Location

AFA open courses are held at approximately six week intervals at a range of venues 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 on-site or at a suitable venue nearby.

Course Arrangements and Cost

Open course places cost £295+VAT per delegate. Included in the cost of the course are:

- Joining instructions and pre-course preparation pack
- OGC publication 'Portfolio, Programme & Project Offices'.

- Printed course material
- Daytime refreshments

Joining instructions, including pre-course exercises and P3O manual, are sent out approximately 2 – 3 weeks before the course start date.

We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Please contact us for further information.

Why AFA?

AFA was established fifteen years ago as a management consultancy organisation. In 1996 AFA became one of the original group of PRINCE2® Accredited Training Organisations under the scheme administered by APM Group on behalf of the Office of Government Commerce. AFA quickly 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:

- MSP™ programme management
- M_o_R® risk management, and
- P3O® portfolio, programme and project support offices

More recently, four further training strands have been added to 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
- Portfolio Management – helping you to deliver the right projects and programmes

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

AFA's ethos is to work with client organisations, retaining existing robust processes and further developing them in line with Best Practice guidance. Training events are often tailored to suit the current level of understanding within an organisation; a pathway of progression can be offered to allow understanding and skills to develop and grow.

In summary:

- AFA tailors services to suit the client rather than relying on a set of 'products'
- AFA focuses on the Best Practice methods rather than dabbling in many methodologies or offering a wide and disjointed range of training topics

AFA has always played a full part in the Best Practice community. AFA trainers and consultants have served on the editing and review teams for all recent updates of the guidance manuals. Several AFA trainers are examiners or assessors for one or more of the methodologies. AFA was represented on the review panel for the PRINCE2:2009 refresh and piloted the corresponding examinations. The chapter 'Tailoring PRINCE2' which forms an integral part of the PRINCE2:2009 guidance is adapted from the OGC publication, 'Tailoring PRINCE2' which was written by AFA's managing director, Alan Ferguson.