

## Portfolio, Programme & Project Offices (P3O™) Foundation & Practitioner Course

### Exclusive to AFA

AFA is offering exclusive **post course support** to all direct bookings on AFA open exam courses; our **new** and **unique** product gives you the opportunity to ask our **accredited experts** up to 5 project management questions completely **free** of charge. Please contact us for further information.

### Course Objective

To cover the content of the P3O 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

The following modules will be delivered:

- Overview of Method
- Project Management Concepts
- Programme Management Concepts
- Portfolio Management Concepts
- P3O Overview
- P3O Maturity
- Why Have a P3O?
- P3O Models
- P3O Roles
- Tools, Techniques and Functions
- Models and Tailoring
- Implement and Re-Energise
- Tools and Techniques

Delegates will work through a range of exercises and case studies in order to understand the full range of P3O models and to prepare for the Foundation and Practitioner examinations.

### 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 course takes place over five days, including the optional P3O Foundation and Practitioner examinations. Delegates should be aware that evening preparation and consolidation will be required by those who wish to pass the exams.

## 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 £1395+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
- Examination fees
- Daytime refreshments

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

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<sup>®</sup> 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<sup>™</sup> programme management
- M\_o\_R<sup>®</sup> risk management, and
- P3O<sup>®</sup> 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<sup>®</sup> 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.