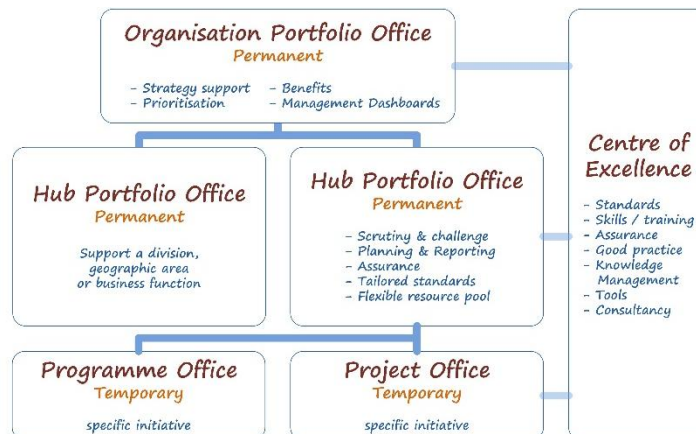# Inspiring P3O® Training

About P3O

P3O is an acronym of *Portfolio Programme and Project Offices*. The P3O guidance, through principles, processes and techniques, provides a model for support structures for projects, programmes and enterprise project portfolios. Having an effective P3O model will provide an organisation with decision enabling information as well as structures for delivering change. P3O pools together best practice on support offices for projects, programs and portfolios.

About Inspiring Projects

Inspiring Projects, a division of Aspire Australasia Pty Ltd, has been recognised by APMG International as an Accredited Training Organisation, licensed to deliver training in P3O and other Best Management Practice products. We offer training throughout the Asia Pacific region. We have had over 10 years' experience in using elements of P3O in real programmes and projects, and bring this deep experience to our courses.

About our training

Our P3O training is designed to assist people and organisations to quickly develop the skills base and 'know-how' needed to effectively adopt and apply P3O. Our trainers and training materials are regarded as among the best available in Australasia. We incorporate the latest research in effective learning into our approaches. In support of the different ways people learn, our courses include a mixture of presentations, hands-on activities, discussions and review sessions. After their courses, our delegates are given access to the tools we have developed to increase the success of our clients' support offices. In addition to our accredited Foundation and Practitioner courses, we offer associated executive briefings and short courses, and workshops on specific skills needed in a support office environment.

Additional support

We can deliver any of our courses in-house, and customise our courses to better suit your needs. We also provide ongoing coaching and mentoring support, as well as in-depth consulting and project start-up, review and rescue services.

Contact us

To learn more about how P3O and our services can benefit you, or to register on one of our courses, or to ask for more information or a quote, call us now on 03 9015 9459, email training@InspiringProjects.com.au or visit www.InspiringProjects.com.au.

P3O Combined Foundation and Practitioner Course

Course Code	P3OC5
Overview	A Project, Programme and Portfolio Office (P3O) model provides a decision enabling/delivery support structure for all change within an organisation. A P3O Model could consist of a single permanent office or be implemented as a linked set of permanent or temporary offices. This course comprises five days of trainer-led instruction, and practical exercises, with the Foundation examination on day three of the course and the Practitioner examination on day five.
Course Objectives	The Foundation course will enable delegates to: • Articulate an overview of different ways the P3O can add value; • Recall and understand key reasons and benefits required to get senior management approval for the P3O; • Identify the different P3O models and the need to adapt to the organisation's needs, taking account of the organisation's size and Portfolio Programme and Project Management Maturity; • Identify the key elements of a plan to either implement or re-energise a P3O; • Recall the different purposes of a range of tools and techniques required in the P3O. The Practitioner course will enable delegates to: • Build on their Foundation-level understanding of the principles and terminology of P3O best practice and be able to demonstrate that they have a full understanding of how to justify, build and manage a P3O; • Define the business case to get senior management approval for the P3O; • Build the right P3O model to adapt to the organisation's needs, taking account of its size and Portfolio Programme and Project Management maturity; • Plan the implementation of a P3O; • Understand how to use the tools and techniques described in P3O in running the P3O model and shaping the portfolio of programmes and projects. Delegates will be fully prepared for the Foundation and Practitioner exams.
Who Should Attend	• This event is suitable for any individual with an interest in managing or working in a component of a P3O; • Support staff who are looking for a formal qualification.
Prerequisites	There are no prerequisites for the course, however some exposure to portfolio, programme or project offices would be useful.
Course Content	Foundation topics covered include: P3O Overview & Principles; P3O Models and Tailoring; Implementation of a P3O model; Tools and Techniques; Roles & Responsibilities. The Practitioner Seminar is scenario based, and focuses on the application of P3O under different programme environments and scenarios. Review and revision sessions of all P3O elements are included throughout the training. The Foundation exam is a multiple choice exam consisting of 50 questions that must be answered in 40 minutes. To be successful in this exam the delegate must correctly answer 30 or more questions. The Practitioner Exam is a 2¼ hour, open manual, scenario based multiple choice exam. The exam consists of 70 objective-style questions across 7 syllabus areas presented in the following styles: Classical multiple choice; Yes/No; Multiple Response; Matching; Sequencing; Assertion/Reason. The candidate must correctly answer 50% or more of the questions to pass the exam. We conduct the exams on behalf of APMG. There will be homework each evening.
Included with the course	The P3O Manual; Foundation Delegate Workbook including activities, discussions, quizzes and sample exams; Practitioner Delegate Workbook; Our P3O Desk Reference Chart; Foundation and Practitioner Exams; Lunch, and morning and afternoon refreshments; Post-course support, including access to our alumni-only resources. A pre-course pack consisting of the Pre-Course Reading Guide and the P3O Manual can be sent to participants who complete registration at least 10 days before scheduled course start. We do recommend that participants complete 10 - 12 hours of pre-course reading, but this is not mandatory.
Delivery	Public or in-house classroom-style over 5 days. eLearning and blended offerings coming.
Availability	There is a public schedule of Foundation, Practitioner and Combined courses on our website.
Professional	PMI: 40 PDUs; AIPM: 30 CPD points

P3O Foundation Course

Course Code	P3OF3
Overview	Project, Programme and Portfolio Office (P3O) is one of the core elements in the Best Management Practice suite of guidance. A P3O model provides a decision enabling/delivery support structure for all change within an organisation. This may be provided through a single permanent office which may exist under several different names e.g. Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office, Project Management Office or Project Support. It may otherwise be provided through a linked set of offices (portfolio office, programme offices, project offices), both permanent (enabling / supporting business objectives and consistency of delivery) and temporary (enabling / supporting specific programmes and projects), providing a mix of central and localised services. This course comprises three days of trainer-led instruction, and practical exercises, conveying an understanding of the P3O model culminating in the Foundation examination.
Course Objectives	This course will enable delegates to: • Articulate an overview of different ways the P3O can add value; • Recall and understand key reasons and benefits required to get senior management approval for the P3O; • Identify the different P3O models and the need to adapt to the organisation's needs, taking account of the organisation's size and Portfolio Programme and Project Management Maturity; • Identify the key elements of a plan to either implement or re-energise a P3O; • Recall the different purposes of a range of tools and techniques required in the P3O; • Confidently attempt the Foundation Exam.
Who Should Attend	• Anyone who is working in or responsible for establishing or justifying investment in a P3O Model or re-energizing an existing office or setting up new P3O Office/s; • Anyone who seeks to add better value and develop a career in this important area.
Prerequisites	There are no prerequisites for the course; however some basic understanding of portfolio, programme and project management principles would be useful.
Course Content	Topics covered include: P3O Overview & Principles; P3O Models and Tailoring; Implementation of a P3O model; Tools and Techniques; Roles & Responsibilities. The Foundation exam is a multiple choice exam consisting of 50 questions that must be answered in 40 minutes. To be successful in this exam the delegate must correctly answer 30 or more questions. We conduct the exam on behalf of APMG. There will be homework each evening.
Included with the course	The P3O Manual; Foundation Delegate Workbook including activities, discussions, quizzes and sample exams; Our P3O Desk Reference Chart; Foundation Exam; Lunch, and morning and afternoon refreshments; Post-course support, including access to our alumni-only resources. A pre-course pack consisting of the Pre-Course Reading Guide and the P3O Manual can be sent to participants who complete registration at least 10 days before scheduled course start. We do recommend that participants complete 10 - 12 hours of pre-course reading, but this is not mandatory.
Delivery	Public or in-house classroom-style over 3 days. eLearning and blended offerings coming.
Availability	We offer a public schedule of Foundation courses.
Professional	PMI: 24 PDUs; AIPM: 15 CPD points

P3O Practitioner Seminar

Course Code	P3OP2
Overview	Project, Programme and Portfolio Office (P3O) is one of the core elements in the Best Management Practice suite of guidance. A P3O model provides a decision enabling/delivery support structure for all change within an organisation. This may be provided through a single permanent office which may exist under several different names e.g. Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office, Project Management Office or Project Support. It may otherwise be provided through a linked set of offices (portfolio office, programme offices, project offices), both permanent (enabling / supporting business objectives and consistency of delivery) and temporary (enabling / supporting specific programmes and projects), providing a mix of central and localised services. The course covers the P3O guidance at Practitioner level and provides coaching / practice questions, so that candidates can prepare themselves for the specific requirements of the P3O Practitioner examination.
Course Objectives	This course will enable delegates to: • Build on their Foundation-level understanding of the principles and terminology of P3O best practice and be able to demonstrate that they have a full understanding of how to justify, build and manage a P3O; • Define the business case to get senior management approval for the P3O; • Build the right P3O model to adapt to the organisation's needs, taking account of its size and Portfolio Programme and Project Management maturity; • Plan the implementation of a P3O; • Understand how to use the tools and techniques described in P3O in running the P3O model and shaping the portfolio of programmes and projects; • Be fully prepared for the Practitioner Exam.
Who Should Attend	This event is suitable for any individual with an interest in managing or working in a component of a P3O.
Prerequisites	Participants must have previously completed the Foundation course. Delegates must have passed the Foundation exam to sit the Practitioner exam.
Course Content	The Practitioner Seminar is scenario based, and focuses on the application of P3O under different programme environments and scenarios. Review and revision sessions of all P3O elements are included throughout the seminar. The Practitioner Exam is a 2¼ hour, open manual, scenario based multiple choice exam. The exam consists of 70 objective-style questions across 7 syllabus areas presented in the following styles: Classical multiple choice; Yes/No; Multiple Response; Matching; Sequencing; Assertion/Reason. The candidate must correctly answer 50% or more of the questions to pass the exam. We conduct the exams on behalf of APMG.
Included with the course	Practitioner Delegate Workbook including activities and sample exams; Practitioner Exam; Lunch, and morning and afternoon refreshments; Post-course support, including access to our alumni-only resources.
Delivery	Public or in-house classroom-style over 2 days. eLearning and blended offerings coming.
Availability	We offer a public schedule of Practitioner courses.
Professional	PMI: 16 PDUs; AIPM: 15 CPD points

P3O Practitioner Reregistration Seminar

Course Code	P3OR2
Overview	In line with international standards on accreditation, the registration of P3O Practitioners expires after 5 years. Practitioners may reregister from 3 to 5 years after the date they attained their registration. This Seminar provides each participant with an update on changes to P3O since they became registered, then prepares them to sit the Practitioner Reregistration Exam.
Course Objectives	The Practitioner Reregistration Seminar will: • Provide participants with a bridging between the previous and current versions of P3O; • Provide careful and detailed preparation for the Practitioner Reregistration Exam.
Who Should Attend	P3O Practitioners whose registration is about to expire, and who wish to extend their registration.
Prerequisites	Participants must be Registered P3O Practitioners.
Course Content	The Reregistration Seminar is in two parts: • A bridging briefing, during which we provide candidates with an update on recent changes to P3O; • Preparation for the P3O Practitioner Reregistration Exam. The P3O Practitioner Reregistration Exam is a 1 hour, open manual, scenario based multiple choice exam. The candidate must provide responses to 30 questions over 3 syllabus areas presented in the following styles: Classical multiple choice; Yes/No; Multiple Response; Matching; Sequencing; Assertion/Reason. The maximum score for the exam is 30 marks. The candidate must score 50% or more marks to pass the exam. Candidates for the Practitioner Reregistration Exam must have previously passed the Practitioner Exam. We conduct the exam on behalf of APMG. Successful candidates will be required to re-register within 3-5 years of the renewed certification.
Included with the course	A P3O Bridging Guide, outlining recent changes to P3O; The latest version of the P3O Manual; The latest version of our P3O Desk Reference chart; Delegate Workbook including activities and sample exams; The P3O Practitioner Reregistration Exam; Lunch, and morning and afternoon refreshments Post-course support, including access to our alumni-only resources.
Delivery	Classroom style or self-guided study
Availability	We run this seminar only when there is sufficient demand. We keep track of people with particular needs, and contact them when we are able to meet their need. If this is you, please register your interest in this seminar on our website and we will add you to the waiting list. Alternatively, you can request a quotation for an in-house seminar.
Professional	PMI: 16 PDUs; AIPM: 14 CPD points