



PROJACS ACADEMY
by egis



P3O® Practitioner Exam Preparation Course

المحظة والبرامج ومكتب المشاريع
التحضير لامتحان P3O

20 – 24 November 2023

Dubai / UAE

Objectives

P3O Practitioner training provides students with an understanding of how to deploy a portfolio, programme, or project management office (PMO) using the P3O framework. Students gain an understanding of:

- How to develop the required business case to obtain approval of a P3O project
- How to identify and build an appropriate P3O model
- How to adapt the P3O model to suit an organization's needs
- How to identify the most appropriate roles required for a P3O structure
- How to plan the implementation of P3O
- How to use appropriate tools and techniques while advising a P3O model
- How to approach the P3O Practitioner exam.

Who Should Attend?

This course is recommended for any P3O® Foundation holders who wish to expand their knowledge of P3O® and learn what they need to take an active role in a P3O® structure. This course is particularly beneficial for:

- Portfolio Managers
- Programme Managers
- Project Managers
- Business Managers
- Change Managers
- Executives and Leaders
- Project Team Members

Course Outline

Day One

1. How to Implement or Re-Energise a P3O®?
2. Permanent P3O®
3. Implementation Lifecycle for a Permanent P3O®
4. Identify Activity and Outputs
5. Vision Statement
6. Define Activities and Outputs
7. Establish the Implementation Team
8. Identify and Analyse Stakeholder
9. Threats to Achieving the Blueprint

Day Two

1. Develop, Model, and Validate the Benefits
2. Develop and Confirm the Business Case
3. Plan Stage or Tranches of Delivery
4. Project Dossier
5. Deliver Activities and Outputs
6. Closure Activities
7. Post Implementation and Benefit Review
8. Closure Outputs
9. Temporary Office

Day Three

1. Implementation Lifecycle for a Temporary Programme or Project Office
2. Established Timescales
3. Internal Resources
4. Implementation Lifecycle
5. Definition and Implementation
6. Closing Down a Temporary Office
7. How to Operate a P3O®?
8. Overview of Tools and Techniques

Day Four

1. Which Tools and Techniques?
2. Benefits of Standard Tools and Techniques
3. Critical Success Factors
4. P3O® Tools

5. Enterprise PPM (EPM) Solutions and Selecting EPM Solutions
6. P3O® Techniques
7. Prioritisation and Optimisation
8. Complexity Modeling
9. Management Dashboard

Day Five

1. Knowledge Management
2. Workshops
3. Facilitation – Workshop Techniques
4. Skills Development and Maintenance
5. Business Process Swimlanes
6. Capacity Planning
7. P3O® Tools and Techniques
8. Tailoring of Approaches

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

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|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*