

# P30<sup>®</sup> Course Outline

## Target Audience

P3M Managers & those working in P3M Offices or Centres of Excellence, Project Managers, Programme Managers

## Summary

Portfolio, Programme and Project Offices (P3O) guidance will enable individuals and organizations to successfully establish, develop and maintain (or re-energize) appropriate support structures that will facilitate:

- ❖ Senior management's decision-making.
- ❖ Identification and realisation of outcomes and benefits.
- ❖ Delivery of programmes and projects within time, cost, quality and other constraints

P3O is based on AXELOS Limited best practice and is aligned to PRINCE2<sup>®</sup>, MSP<sup>®</sup>, and M\_o\_R<sup>®</sup>.

## Length of Course

The P3O course comprises:

- ❖ P3O Foundation Qualification – 3 days
- ❖ P3O Practitioner Qualification – 2 days

Delegates have the option to attend the courses separately or combine the two courses over 5 days and sit both exams.

## Pre-Requisites

The Foundation exam is a prerequisite for the Practitioner. There are no pre-requisites for the Foundation course, however, delegates should have knowledge of a P3M environment

## Timings

The course will begin at 09.00 and end at 17.00.

There will be a lunch break and further short breaks in the morning and afternoon.

**P3O Training Courses can be delivered both In-House and on our Open Schedule.**

## Continuing Professional Development

APMG requires all Registered P3O Practitioners to keep their skills up to date, by

taking and passing a Re-Registration Exam every five years.

## Learning Approach

The Courses are a mixture of input sessions and examination-based practical work, with feedback from the Tutor

## P3O Foundation Objectives

- ❖ Describe the high-level P3O model and know the differences between Portfolio, Programme and Project Management
- ❖ Know the arguments for establishing a P3O model and measuring its success
- ❖ Describe the purpose and major content of all roles
- ❖ State the key functions and services of a P3O
- ❖ Describe tools and techniques used by a P3O

## P3O Practitioner & Re-Registration Objectives

- ❖ Define the business case to get senior management approval for the P3O
- ❖ Build the right P3O model to adapt to the organization's needs, taking account of the organization's size and PPM maturity
- ❖ Plan the implementation of a P3O
- ❖ Use tools and techniques in running the P3O and shaping the portfolio of programmes and projects.

## Data Protection

Submission of the Exam Booking Form expressly provides permission for Novare Consulting to supply relevant details about your examination, including results, to employers/other interested parties where applicable.



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## Evidence of Identity

When attending the exam, delegates must present an official form of **photographic** identification. **Delegates will not be eligible to sit the exam without this identification**

## P30 Exams

### P30 Foundation Exam

- ❖ 40 minute, closed book exam set by the APMG
- ❖ 50 multiple choice questions
- ❖ 60% pass mark (30 correct answers out of the 50 questions)
- ❖ The exam papers are marked the same day by the trainer
- ❖ Unsuccessful delegates will be able to re-sit the exam on the same day

### P30 Practitioner Exam

- ❖ 2.5 hour exam, set by the APMG
- ❖ Candidates may refer to their annotated copy of the official P30 manual
- ❖ 70 Objective Testing multiple choice questions
- ❖ 50% pass mark (35 correct answers out of 70 questions)
- ❖ The exam papers are marked by the APM Group who set the exam
- ❖ Results are normally sent to delegates 5-6 weeks after the exam

### P30 Re-Registration Exam

- ❖ 1 hour exam set by the APMG
- ❖ Candidates may refer to their annotated copy of the official P30 manual
- ❖ 30 Objective Testing multiple choice questions
- ❖ 50% pass mark (15 correct answers out of 30 questions)

- ❖ The exam papers are marked by the APM Group who set the exam.
- ❖ Results are normally sent to delegates 5-6 weeks after the exam

## Preparation & Homework

All delegates will receive the following:

- ❖ A login to the Novare Consulting P30 E-Learning Module: Learn\_P30
- ❖ The manual “Portfolio, Programme and Project Offices: P30”

Delegates should:

- ❖ Allow at least 6-8 hours to prepare for the course
- ❖ Expect about 2 hours of homework every evening

## P30 Delegate Preparation

Learn\_P30 :  
<http://elearning.novareconsulting.com/>  
(3 – 4 hours)

The Manual “Portfolio, Programme & Project Offices”: P30  
(2 - 4 hours)

Chapter	Topic	Page(s)
1	Introduction	3 - 6
2	Why have a P30?	17-18, 21-33
3	What is a P30 Model	All
4	How to implement or re-energize a P30	65-68,85

Contact the Novare Consulting Training Team with any Questions

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