



# **Portfolio, Programme and Project Offices (P3O): Exam-Prep Course.**

16 - 20 Dec 2024  
Baku



**AGILE LEADERS**  
Training Center



# Portfolio, Programme and Project Offices (P3O): Exam-Prep Course.

**Ref.:** 36255\_257670 **Date:** 16 - 20 Dec 2024 **Location:** Baku **Fees:** 4000 **Euro**

## Course Overview:

The P3O Exam-Prep Course is a comprehensive training program designed to prepare participants for P3O certification. This course covers a broad range of topics, including P3O concepts and principles, project office management, and the distinctions between portfolio, programme, and project management. Through this course, participants will gain an in-depth understanding of the P3O model and components, essential for successful project management office PMO implementation. The course also delves into the P3O Foundation and Practitioner levels, providing a structured approach to learning. Participants will learn how to develop business cases, make informed decisions, and consistently deliver projects that align with organizational goals. The course utilizes a blend of interactive sessions, case studies, and practical exercises to ensure a thorough understanding of P3O tools and techniques. By the end of this course, participants will be well-prepared to pass the P3O certification exams and effectively manage project offices within their organizations.

## Target Audience:

- Project Managers
- PMO Managers
- Portfolio Managers
- Programme Managers
- Senior Executives
- Change Managers
- Business Analysts

## Targeted Organizational Departments:

- Project Management Office PMO
- Portfolio Management
- Programme Management
- Corporate Strategy
- IT and Operations
- Business Development
- Risk Management
- Human Resources

## Targeted Industries:



- IT and Software Development
- Construction and Engineering
- Healthcare and Pharmaceuticals
- Financial Services
- Government and Public Sector
- Telecommunications
- Energy and Utilities
- Manufacturing

## Course Offerings:

By the end of this course, participants will be able to:

- Understand the P3O model and its components
- Differentiate between portfolio, programme, and project management
- Develop a business case for a P3O
- Implement and re-energize a P3O
- Utilize P3O tools and techniques
- Make informed decisions for project prioritization and resource allocation
- Consistently deliver projects within time, cost, and quality constraints

## Training Methodology:

This P3O Exam-Prep Course employs a variety of training methodologies to ensure an engaging and effective learning experience. The course includes interactive sessions where participants can engage in discussions and ask questions. Case studies will be used to illustrate real-world applications of P3O principles and concepts. Group work and collaborative exercises will enable participants to learn from each other and apply their knowledge in practical scenarios. Feedback sessions will be conducted to review participants' progress and address any areas of difficulty. Additionally, the course will utilize practical exercises and hands-on activities to reinforce learning and ensure participants are well-prepared for the P3O certification exams.

## Course Toolbox:

- Comprehensive course workbook
- Case study materials
- P3O model and component diagrams
- Exam preparation guides
- Practice exams and quizzes

## Course Agenda:



## Day 1: Introduction to P3O

- **Topic 1:** What is P3O?
- **Topic 2:** Benefits of Having a P3O
- **Topic 3:** Overview of P3O Concepts and Principles
- **Topic 4:** The P3O Model and Components
- **Topic 5:** Key Functions and Services of a P3O
- **Topic 6:** Differences Between Portfolio, Programme, and Project Management
- **Reflection & Review:** Recap of P3O Concepts

## Day 2: P3O Foundation Level

- **Topic 1:** Foundation Level Exam Format
- **Topic 2:** Understanding P3O Foundation Learning Objectives
- **Topic 3:** Processes to Implement or Re-energize a P3O
- **Topic 4:** Tools and Techniques Used by a P3O
- **Topic 5:** Reasons for Establishing a P3O Model
- **Topic 6:** Major Responsibilities of Defined Roles
- **Reflection & Review:** Key Takeaways from Foundation Level

## Day 3: P3O Practitioner Level

- **Topic 1:** Practitioner Level Exam Format
- **Topic 2:** Advanced Concepts and Applications
- **Topic 3:** Developing a Business Case for P3O
- **Topic 4:** Senior Management Decision Making
- **Topic 5:** Identifying the Most Appropriate P3O Model
- **Topic 6:** Planning the Implementation of a P3O
- **Reflection & Review:** Practitioner Level Insights

## Day 4: Practical Applications and Case Studies

- **Topic 1:** Case Study: Implementing a P3O
- **Topic 2:** Re-energizing an Existing P3O
- **Topic 3:** Selecting the Right P3O Model and Services
- **Topic 4:** Project Portfolio Management
- **Topic 5:** Benefits Realization in Projects
- **Topic 6:** Operating a P3O: Tools and Techniques
- **Reflection & Review:** Applying P3O in Real-World Scenarios

## Day 5: Exam Preparation and Review

- **Topic 1:** Exam Preparation Techniques
- **Topic 2:** Practice Exams and Quizzes



- **Topic 3:** Review of Key Concepts and Principles
- **Topic 4:** Addressing Common Exam Pitfalls
- **Topic 5:** Final Q&A Session
- **Topic 6:** Certification Exam Strategy
- **Reflection & Review:** Final Review and Feedback

## **How This Course is Different from Other P30 Exam-Prep Courses:**

The P30 Exam-Prep Course stands out due to its comprehensive and practical approach to learning. Unlike other courses, this program provides an in-depth exploration of both P30 Foundation and Practitioner levels, ensuring participants gain a thorough understanding of all concepts and principles. The course utilizes a blend of interactive sessions, case studies, and practical exercises to create an engaging learning experience. Additionally, participants will receive a wealth of resources, including workbooks, online materials, and practice exams, to support their learning journey. This course is designed not only to prepare participants for certification, but also to equip them with the skills needed to effectively manage project offices and drive organizational success.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
 +447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)



## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

- Malaysia** Kuala Lumpur
- Morocco** Casablanca
- Spain** Barcelona
- France** Paris
- UK** London
- Italy** Rome
- Egypt** Cairo, Sharm El-Sheikh
- Turkey** Istanbul
- Georgia** Tbilisi
- Azerbaijan** Baku
- UAE** Dubai



UAE, Dubai Investment Park First



+971585964727  
+447700176600



sales@agile4training.com