

PRINCE2 Project, Programme, and Portfolio Office Management Foundation

Course code: PRINCE2P3OF

The P30 Foundation course introduces you to the world of project, programme, and portfolio offices (P30) and gives you the knowledge needed to work effectively within a P30 model. You will master the core concepts and terminology of the P30 guidance, understand how the P30 model supports organisational governance and strategic decision-making, and learn how office structures contribute to the successful management of projects, programmes, and portfolios.

Target Audience

- PMO managers and heads of project, programme, or portfolio offices who need practical knowledge to design, implement, and manage a P30 model in a real organisational environment.
- Senior PMO consultants and specialists responsible for transforming or optimising existing office structures across organisations of different sizes and sectors.
- Project, programme, and portfolio managers who want to deepen their understanding of the P30 model to the level needed to actively contribute to its management and development.
- Change managers and organisational architects responsible for introducing new PPM structures as part of strategic transformation initiatives.
- Professionals seeking career progression in PPM who want to achieve an advanced certification and potentially pursue the PRINCE2 Master designation.

What You Will Learn

- P30 Model Design and Implementation: Learn how to design a P30 model suited to the specific needs of an organisation and manage its successful implementation.
- Managing Office Structures: Understand how to effectively manage and develop the individual components of P30 - Portfolio Office, Programme Office, and Project Office.
- Tailoring the P30 Guidance: Learn how to apply and adapt the P30 methodology to the context, size, and culture of different organisations.
- Governance and Decision-Making Processes: Explore how the P30 model contributes to improved governance and consistent decision-making at all management levels.
- P30 Assessment and Improvement: Learn how to assess the maturity and effectiveness of an existing P30 model and identify areas for continual improvement.

Course Content

- Advanced P30 Model Design: Factors influencing the selection and structure of a P30 model, and approaches to tailoring it to different organisational contexts and strategic needs.
- Implementation and Change Management: How to successfully introduce a P30 model into an organisation using change management techniques, communication plans, and stakeholder management.
- Managing the Portfolio Office: Roles, responsibilities, and key outputs of the Portfolio Office in supporting portfolio management and strategic decision-making.
- Managing the Programme Office: The functions of the Programme Office within P30, its benefits, and how it integrates into programme structures.
- Managing the Project Office: The role of the project office in supporting project management, standardising processes, and ensuring the quality of deliverables.
- P30 Maturity Assessment: Models and tools for assessing the current maturity of a P30 model and planning further development of office capabilities.
- Applying the P30 Guidance in Practice: Case studies, exercises, and simulations focused on the practical application of P30 methodology in complex organisational environments.

Practical Information

- Course duration: 2 days.
- Prerequisites: A valid P30 Foundation certificate is required to sit the Practitioner exam.

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- Exam: Open-book (official P30 guide only), online via PeopleCert, 150 minutes, 80 questions, passing score 50% (40 out of 80 marks).
- Language of instruction: English. Official study materials are in English.
- Certificate: PeopleCert P30 Practitioner Certificate in Portfolio, Programme and Project Offices, internationally recognised, renewal every 3 years (60 CPD points).
- Accreditation: Course backed by an Accredited Training Organisation (ATO) Agilist s.r.o. certified by PeopleCert.

Further Certifications

- Successful completion of P30 Practitioner enables full use of the qualification as part of a career path in project, programme, and portfolio offices.
- This certification is part of the PRINCE2 qualification scheme under the Specialist / Extension Modules category and is one of the pathways leading to the prestigious PRINCE2 Master designation.
- It combines effectively with PRINCE2 Project Management, Programme Management, or Portfolio Management for comprehensive coverage of PPM competencies.

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