



Portfolio, Programme, and Project Offices (P3O®) Certification

31 May – 4 June 2027
Dar es Salaam (Tanzania)



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Introduction:

The Portfolio, Programme, and Project Offices P3O® Certification training course is designed to equip professionals with the knowledge and skills to establish and manage effective governance structures for portfolios, programmes, and projects. The P3O® framework guides the creation of a support structure that ensures successful project delivery while aligning with organizational strategy.

This Portfolio, Programme, and Project Offices P3O® Certification course covers concepts, best practices, and methodologies for managing and optimizing the performance of portfolios, programmes, and projects through effective office structures. It is ideal for professionals aiming to improve their project management capabilities and enhance organizational project delivery outcomes.

The Portfolio, Programme, and Project Offices P3O® Certification is designed to provide professionals with a comprehensive understanding of portfolio and programme management frameworks. This P3O course offers in-depth training on establishing and managing portfolios, programmes, and project offices P3O to improve decision-making, strategic alignment, and project success.

Whether looking to become a Project Portfolio Officer or a Programme Portfolio Manager, the P3O foundation training equips them with the knowledge to deliver organizational objectives effectively. The P3O framework helps streamline the project portfolio's governance, resource management, and risk control. P3O certification is valuable for anyone wanting to advance their programme and portfolio management career.

Targeted Groups:

- Project Managers and Programme Managers.
- Portfolio Managers.
- PMO Project Management Office Professionals.
- Senior Management and Executives.
- Organizational Change Managers
- Project Support and Governance Teams.
- Professionals seeking career advancement in project management.
- Consultants and Trainers in Project Management.
- Individuals preparing for the P3O® Certification Exam.

Course Objectives:

At the end of this Portfolio, Programme, and Project Offices P3O® Certification course, the participants will be able to:

- Gain a comprehensive understanding of the P3O® framework and its application.
- Learn how to establish and manage effective Portfolios, Programmes, and Project Offices.
- Develop skills to align projects and programmes with organizational strategy.
- Understand the role of governance in project management within a P3O® environment.
- Learn to manage risks, resources, and performance across portfolios and programmes.
- Build competence in designing and implementing P3O® support structures.
- Master stakeholder management and effective communication in P3O® settings.
- Prepare for the P3O® Certification Exam with practical insights and strategies.
- Enhance project delivery outcomes through the application of P3O® best practices.
- Equip yourself with the tools and techniques to improve project office effectiveness.

Targeted Competencies:

By the end of this Portfolio, Programme, and Project Offices P3O® Certification training, the participant's competencies will:

- Understanding of P3O® framework and principles.
- Ability to establish and manage Portfolio, Programme, and Project Offices.
- Governance and strategic alignment in project management.
- Risk management and decision-making in P3O® environments.
- Development of P3O® support structures and services.
- Resource optimization and performance management.
- Stakeholder engagement and communication.
- Implementation of best practices in project delivery.
- Continuous improvement in portfolio and programme management.
- Preparation for the P3O® Certification Exam.

Course Content:

Unit 1: Introduction to P3O® Framework and Principles:

- Understand the purpose and value of the P3O® framework.
- Explore the components of Portfolio, Programme, and Project Offices.
- Learn the key differences between portfolios, programmes, and projects.
- Study the principles and objectives of P3O® governance.
- Recognize the role of P3O® in strategic alignment and decision-making.
- Identify the benefits of implementing a P3O® structure in an organization.
- Understand how P3O® supports successful project delivery.

Unit 2: Establishing and Structuring P3O® Offices:

- Learn the process of setting up Portfolio, Programme, and Project Offices.
- Understand the roles and responsibilities within a P3O® office.
- Design and structure a P3O® office tailored to organizational needs.
- Explore the functions of a Portfolio Management Office PfMO, Programme Management Office PgMO, and Project Management Office PMO.
- Learn about staffing requirements and the skillsets needed for P3O® offices.
- Understand how to align P3O® offices with organizational strategies and priorities.
- Study the governance processes for managing portfolios, programmes, and projects.

Unit 3: Governance and Strategic Alignment in P3O®:

- Understand the relationship between governance and project delivery.
- Explore the frameworks for strategic alignment within P3O®.
- Learn how to ensure projects and programmes align with business objectives.
- Study the decision-making processes in managing portfolios and programmes.
- Identify the role of P3O® in performance management and control.
- Learn how to monitor and manage portfolio, programme, and project risks.
- Explore how governance structures influence project outcomes and organizational success.

Unit 4: Managing Risks, Resources, and Performance in P3O®:

- Understand how to identify and manage risks across portfolios and programmes.
- Explore resource management techniques for portfolio optimization.
- Learn how to balance and allocate resources effectively across projects.
- Study methods for tracking and improving performance in P3O® environments.
- Understand key performance indicators KPIs and their role in project success.
- Learn how to implement corrective actions to improve project and programme performance.
- Study the use of reporting tools and dashboards for performance monitoring.

Unit 5: Stakeholder Management and Communication in P3O®:

- Learn the importance of stakeholder management in the P3O® framework.
- Identify key stakeholders and their needs in project management environments.
- Explore communication strategies for engaging stakeholders effectively.
- Study the tools and techniques for managing stakeholder expectations.
- Learn how to maintain transparency and foster collaboration across teams.
- Understand the role of P3O® in facilitating stakeholder communication and decision-making.
- Develop skills to handle conflicts and manage relationships in project environments.