



*Training Course:  
Portfolio, Programme and Project Offices*

*15 - 19 December 2024  
Amman (Jordan)  
Chemistry*

## Training Course: Portfolio, Programme and Project Offices

Training Course code: OM1950 From: 15 - 19 December 2024 Venue: Amman (Jordan) - Chemisty Training Course Fees: 3250 € Euro

### Introduction:

- Overview of P3O: Understanding the concept and importance of P3O in organizational project management.
- Evolution of P3O: Historical background and development of P3O practices.
- Benefits of P3O: Exploring the advantages of implementing P3O in project-based organizations.

### Objectives:

- Familiarize participants with the key principles and concepts of P3O.
- Understand the role and functions of different P3O models.
- Learn how to establish and maintain effective P3O structures.
- Gain practical insights into P3O implementation, governance, and benefits realization.
- Provide tools and techniques for effective portfolio, programme, and project management.

### Target Audience:

- Project managers and team leaders.
- Programme managers and coordinators.
- Portfolio managers and executives.
- PMO Project Management Office personnel.
- Business analysts and strategists.
- Stakeholders involved in project-based organizations.

### Outlines:

Day 1:

Introduction to P3O

- Definition and scope of P3O.
- Historical overview of P3O practices.
- Importance and benefits of implementing P3O.

### P3O Models and Structures

- Overview of different P3O models Centralized, Decentralized, and Hybrid.
- Functions and roles of P3O structures.
- Determining the appropriate P3O model for an organization.

### Day 2:

#### Establishing P3O

- Key steps in establishing a P3O.
- Stakeholder engagement and communication strategies.
- P3O implementation challenges and best practices.

#### P3O Governance

- P3O governance framework.
- Roles and responsibilities of P3O governance board.
- Performance measurement and reporting in P3O.

### Day 3:

#### Portfolio Management

- Portfolio management principles and practices.
- Portfolio prioritization and strategic alignment.
- Monitoring and optimizing portfolio performance.

#### Programme Management

- Programme management fundamentals.
- Benefits management and realization.
- Managing interdependencies between projects.

Day 4:

Project Management

- Project management methodologies and approaches.
- Project lifecycle and deliverables.
- Project planning, execution, and control.

P3O Tools and Techniques

- P3O tools for resource management, risk assessment, and reporting.
- Benefits realization techniques.
- Change management in P3O.

Day 5:

P3O Maturity and Continuous Improvement

- Assessing P3O maturity levels.
- Strategies for enhancing P3O performance.
- Continuous improvement practices in P3O.

Case Studies and Practical Exercises

- Analyzing real-life P3O implementation case studies.
- Hands-on exercises to reinforce learning.
- Group discussions and knowledge sharing.

## Registration form on the Training Course: Portfolio, Programme and Project Offices

Training Course code: OM1950 From: 15 - 19 December 2024 Venue: Amman (Jordan) - Chemisty Training Course Fees: 3250 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.