



*Training Course:
Portfolio, Programme and Project Offices*

*20 - 24 January 2025
Geneva (Switzerland)*

Training Course: Portfolio, Programme and Project Offices

Training Course code: OM1950 From: 20 - 24 January 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € 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: 20 - 24 January 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € 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.