**Info
Spec**

Registration Information For Accredited Certification in P3O® courses

Course Schedule for 2016:

P3O Foundation	28 - 31 Mar 2016	27 - 30 June 2016	19 - 22 Sep 2016
P3O Foundation & Practitioner (both)	28 - 31 Mar & 1 Apr 2016	27 - 30 Jun & 1 Jul 2016	19 - 23 Sep 2016

Course Timing: 9.00 am to 5.00 pm

Info Spec Sdn Bhd (107393-w)   * 33 years of service *
Course Venue: InfoSpec Training Centre
Suite 1309, 13th Flr, Menara AMCORP, 18 Persiaran Barat, 46050 Petaling Jaya, Selangor
(Opposite Taman Jaya LRT Station –Putra Line, AMCORP Tower is on the right wing of AMCORP MALL)

Tel: (603) 7957-1806   Fax: (603) 7957-1807   Mobile: (016)6199-188
Email : info@infospec.com.my   www.infospec.com.my

Course Fee

Code	Course Title	Fee Per Person	Group of 3 Fee per person	Group of 5 Fee per person
P3O-F	Accredited Certificate in P3O Foundation Level Training * Course Fee are subject to 6% GST from 1st April 2015	RM4,700	RM4,500	RM4,300
P3O-P	Accredited Certificate in P3O Foundation & Practitioner Level Training (5-Day) * Course Fee are subject to 6% GST from 1st April 2015	RM7,300	RM7,100	RM6,900

Fee includes P3O Exams fees, P3O Official Manual, and accredited course materials, refreshments and lunches.
Pre-course Study Pack & P3O manual will be sent upon received of confirmed P.O. & payment.

PSMB

*** Fee claimable under PSMB
SBL KHAS/SBL**

Bank Details:
Bank A/C #: 302-438064-001   A/C Name: Info Spec Sdn Bhd   Bank Name: HSBC Bank Malaysia Bhd.
Branch: Petaling Jaya Branch, Selangor.   Bank Swift Code: HBMBMYKL   MOF Contractor # : 357-00040449

**REGISTRATION FORM - P3O Certification Training
Please fax to +603-7957-1807, or email to info@infospec.com.my**

Company/Department:_____
Address:_____
Tel:_____ Fax:_____ Contact Person:_____
Email:_____ Registration Made By:_____
Approved By:_____ Designation:_____ Signature:_____
Cheque No:_____ for RM:_____ P.O./L.O. #_____
Attendees:
Name1:_____ Course Code:_____ Date:_____
Name2:_____ Course Code:_____ Date:_____
Name3:_____ Course Code:_____ Date:_____
Name4:_____ Course Code:_____ Date:_____
Name5:_____ Course Code:_____ Date:_____
Any Remarks:_____

Seats strictly limited by trainer!   REGISTER NOW - ENSURE YOUR PLACE!

P3O® Foundation and Practitioner

Accredited Certification
P3O
Foundation & Practitioner
Level Training

Date:

**28th - 31st Mar & 1st Apr 2016
27th - 30th Jun & 1st Jul 2016
19th - 23th Sep 2016**

This P3O course covers the broad range of principles, techniques and structure for a Portfolio, Programme and Project Office, including a Centre of Excellence.

If you are responsible for a PMO (Project Management Office) then you cannot afford to miss this P3O course.

Info Sepc is accredited by PEOPLE**CERT** as an Accredited Training Organization for PRINCE2® , MSP®, P3O®, MoP® training.

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www.infospec.com.my

Tel: +603-7957 1806

Accredited P3O® Foundation & Practitioner Level

Why P3O ?

A P3O model provides a decision enabling and delivery support structure for all change within an organisation.

It ensures that:

• Programmes and projects are selected and prioritised to ensure strategic objectives are being achieved.
• The organisation has the capacity and capability to deliver the selected programmes and projects.
• Programmes and projects deliver the benefits needed to achieve strategic objectives.
• Help and guidance is provided for consistent, standardised documentation and processes so that the organisation's performance can continually improve.

Course Objective

This course will enable delegates to:

• Identify the® most effective P3O model to adopt to ensure strategic objectives are delivered.

• Understand the value a P3O can offer an organisation and how it can be measured.

• Identify the functions and services a P3O would offer.

• Know the roles and responsibilities needed to effectively deliver a P3O service.

• Practice a range of strategic analysis and portfolio modeling techniques used within a P3O.

• Understand the relationship between Strategy, Portfolio, Programme and Project Management.

• Learn how to implement or re-energise a P3O.

• Understand the business case for a P3O and how it integrates with the P3M3® Maturity Model.

Target Group

The training is appropriate for anyone requiring an understanding of Portfolio Management, Programme Management, setting up a PMO or the supporting environment for successful programmes and projects.

Managers attempting to provide a structure for prioritisation and control of corporate organisational investments.

There are no pre-requisites for studying this course or qualification other than an understanding of the project and programme environment.

Approach

The event will be delivered by APMG approved P3O Trainers with practical experience of using the P30 model.

The style of delivery will be instructor-led with the trainer taking attendees through each elements of the course content and illustrating each key point with examples.

Questions and discussions will be encouraged throughout the event.

Joining instructions including pre-course study pack and P3O manual are sent out approximately 1-2 weeks before the course start date. Typically pre-course preparation will require 6-8 hours of study.

Info Spec established Since 1983

Info Spec is the FIRST Accredited Training Organisation (ATO) in Malaysia for PRINCE2® (Project In A Controlled Environment), P3O® (Portfolio, Programme & Project Offices), MoP® (Management of Portfolios), MSP® (Managing Successful Programmes), OBASHI® (Business & IT Management Method).

Delegate will receive an official P3O Official Manual

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Course Content

This course is accredited by the APM Group against the P3O® syllabus for Foundation and Practitioner and includes the following topics.

Overview and Principles:
• Definitions: portfolio, programme, project; P3O-sourced in Glossary
• Elements of high-level outline P3O model
• Decision-support role and governance responsibilities of a P3O including analysing effectiveness thereof
• Characteristics of a mature P3O and differences between portfolio, programme and project offices

Business Case for a P3O
• Why invest in a P3O?
• Elements that support 'doing the right programmes and projects' and those that support 'doing programmes and projects right' and the differences
• P3O Value Matrix
• KPIs including their measurement

P3O Models and tailoring
• Functional areas of a P3O, including skills and competences required
• Functions and services delivered by a P3O
• Relationships with other corporate function offices
• Information Assurance including resource provision by P3O
• Sizing a P3O, including different model types
• Impact of maturity on P3O implementation

Tool and Techniques
• Utilisation of tools and standard P3O techniques
• Collaborative Integrated tools; Enterprise tools
• Objectives and benefits of: Portfolio Prioritisation and Optimisation; Management Dashboards; Knowledge Management; Information Portal; Facilitation – Workshop techniques;
• Skills Development and Maintenance
• Knowledge Management techniques
• Types of facilitated workshops
• Swimlane models – benefits and use

Roles
• Management and Generic and Functional Based
• Purpose of P3O roles

Implementation
• Components of the permanent P3O model lifecycles
• Definition stage of the permanent P3O lifecycles
• Capability maturity, P3O tools and techniques
• Blueprint: information flows and reporting requirement

Trainer Profile

Simon Seow has had more than thirty five years of industry and mentoring experience in different countries and cultures. He is a Councilor in MNCC and was founding member of the EDP

Auditors Association (now ISACA) chapter. He was an Examiner for the BCS (British Computer Society) System Analysis Examinations Board and Regional Moderator for the NCC, UK National Computing Centre.

He is PEOPLECERT accredited trainer for PRINCE2®, P30®, MSP®, MoP® . His latest certifications include PRINCE2, Advanced MSP (Managing Successful Programmes), MoP (Management of Portfolios), P3O, ITIL®, OBASHI & EA Enterprise Architecture.

People whom Simon has mentored can be found at all levels in organisations, from senior management to supervisory to technical and operations, in Industry, in Government and in Academia. His passion is to share his insights into the on-going changes and the critical skills that will be needed now and for the near future.
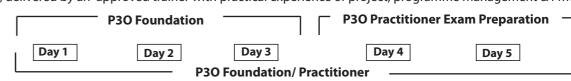
His informal, approachable style helps participants to quickly grasp difficult concepts and immediately apply them.

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MSP® is a registered trade mark of AXELOS Limited
MoP® is a trade mark of AXELOS Limited
OBASHI® is a Registered Trade Mark in the United Kingdom and other countries.
TOGAF® is a registered trademark of The Open Group in the United States and other countries

Exams (Optional)
• P3O **Foundation**: 40-Minutes, closed book, consisting of 50 multiple-choice questions.
• P3O **Practitioner**: 2 1/2 -Hours, open book (P3O manual only) consisting of 4 Questions with a total of 80 marks. The pass mark is 50 % (40 marks).

InfoSpec offer 3-day Foundation and 5-day Practitioner course options. The courses is a mixture of input and practical sessions, delivered by an approved trainer with practical experience of project, programme management & PMO environment.

P3O Foundation   **P3O Practitioner Exam Preparation**

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |

P3O Foundation/ Practitioner

InfoSpec's flexible approach to the course means that delegates can attend the Foundation course and then return at a later date to complete the Practitioner Exam.