

Other Related Certification Courses that offer:
 PRINCE2® - Project Management and Governance Methodology
 MSP® - Managing Successful Programmes
 P3O® - Portfolio, Programme and Project Offices
 MoP® - Management of Portfolios
 BASA - Business and Systems Analysis
 TOGAF® 9.1 Certification Training
 OBASHI® Foundation Course



Registration Information For Accredited Certification in P3O® courses

Course Schedule for 2015:

| | | | |
|--------------------------------------|--------------------|------------------|----------------|
| P3O Foundation | 16 - 19 March 2015 | 8 - 11 June 2015 | 2 - 5 Nov 2015 |
| P3O Foundation & Practitioner (both) | 16 - 20 March 2015 | 8 - 12 June 2015 | 2 - 6 Nov 2015 |

Course Timing: 9.00 am to 5.00 pm

Info Spec Sdn Bhd (107393-w) * 32 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)262-8131

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 <small>* Course Fee are subject to 6% GST from 1st April 2015</small> | RM4,300 | RM4,100 | RM3,900 |
| P3O-P | Accredited Certificate in P3O Foundation & Practitioner Level Training (5-Day) <small>* Course Fee are subject to 6% GST from 1st April 2015</small> | RM6,900 | RM6,700 | RM6,500 |

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.



*** 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:

16th - 20th Mar 2015

8th - 12th June 2015

2nd - 6th Nov 2015

Time:

9.00am to 5.00pm

Venue:

**Info Spec Training Centre,
Suite 1309 Menara AMCORP,
46050 Petaling Jaya**

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 Spec is accredited by PEOPLECERT as an Accredited Training Organization for PRINCE2®, MSP®, P3O®, MoP® training.



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 P3O 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

**Info
Spec**

Please call us at +603-79571806 or send us an email at info@infospec.com.my or mooifah@infospec.com.my

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

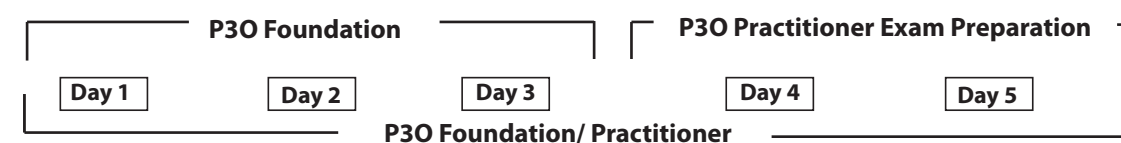
Tool and Techniques

- 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

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.



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.

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®, P3O®, 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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