

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 2017:

P3O Foundation	22 - 24 May 2017	24 - 26 Jul 2017	27 - 29 Nov 2017
P3O Foundation & Practitioner (both)	22 - 25 May 2017	24 - 27 Jul 2017	27 - 30 Nov 2017

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**

**Mobile: (016)6199-188**

Email : info@infospec.com.my or mooifah@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	RM4,200	RM4,100
P3O-P	Accredited Certificate in P3O Foundation & Practitioner Level Training (4-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.

Pre-course Study Pack & P3O manual will be sent upon received of confirmed P.O. & payment.

**Please call or WhatsApp +6016-6199188 for any Special Offers from time to time.**

### Bank Details:

Bank A/C #: 312-699-560-2

A/C Name: Info Spec Sdn Bhd

Bank Name: PUBKIC Bank Berhad

Branch: PJ Newtown Branch, Petaling Jaya, Selangor Bank Swift Code: PBBEMYKL MOF Contractor # : 357-00040449

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

### 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:**

**22 - 25 May 2017**

**24 - 27 Jul 2017**

**27 - 30 Nov 2017**



**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 P30® Foundation & Practitioner Level

### Why P30 ?

A P30 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 P30 model to adopt to ensure strategic objectives are delivered.
- Understand the value a P30 can offer an organisation and how it can be measured.
- Identify the functions and services a P30 would offer.
- Know the roles and responsibilities needed to effectively deliver a P30 service.
- Practice a range of strategic analysis and portfolio modeling techniques used within a P30.
- Understand the relationship between Strategy, Portfolio, Programme and Project Management.
- Learn how to implement or re-energise a P30.
- Understand the business case for a P30 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 P30 Trainers with practical experience of using the P30 model.

The style of delivery will be instructor-led with the trainer taking attendees through each element 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 P30 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), P30® (Portfolio, Programme & Project Offices), MoP® (Management of Portfolios), MSP® (Managing Successful Programmes), OBASHI® (Business & IT Management Method).

Delegate will receive an official P30 Official Manual

**Info  
Spec**

Please call us at +603-79571806 or send us an email at [info@infospec.com.my](mailto:info@infospec.com.my) or [mooifah@infospec.com.my](mailto:mooifah@infospec.com.my)

### Course Content

This course is accredited by the APM Group against the P30® syllabus for Foundation and Practitioner and includes the following topics.

#### Overview and Principles:

- Definitions: portfolio, programme, project; P30-sourced in Glossary
- Elements of high-level outline P30 model
- Decision-support role and governance responsibilities of a P30 including analysing effectiveness thereof
- Characteristics of a mature P30 and differences between portfolio, programme and project offices

#### Business Case for a P30

- Why invest in a P30?
- Elements that support 'doing the right programmes and projects' and those that support 'doing programmes and projects right' and the differences
- P30 Value Matrix
- KPIs including their measurement

#### P30 Models and tailoring

- Functional areas of a P30, including skills and competences required
- Functions and services delivered by a P30
- Relationships with other corporate function offices
- Information Assurance including resource provision by P30
- Sizing a P30, including different model types
- Impact of maturity on P30 implementation

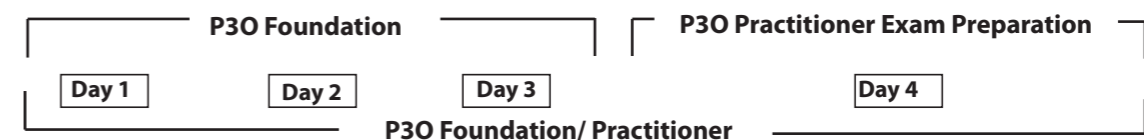
#### Tool and Techniques

- Utilisation of tools and standard P30 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)

- P30 Foundation: 40-Minutes, closed book, consisting of 50 multiple-choice questions.
- P30 Practitioner: 2 1/2 -Hours, open book (P30 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 4-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 P30 roles

### Implementation

- Components of the permanent P30 model lifecycles
- Definition stage of the permanent P30 lifecycles
- Capability maturity, P30 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), P30, 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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