

ISEB Programme and Project Support Office Advanced (PPSOA)



More and more organisations are dependent on change being delivered via effective programmes and projects. This fact alone necessitates the need for sound programme and project support and highlights its pivotal role in the contribution to successful programmes and projects.

The Advanced Certificate in Programme and Project Support Office (PPSOA) has been developed from the support office perspective and contributes towards the status and professionalism of support office staff.



Course Content

This course is designed to cover the ISEB syllabus leading to the Advanced examination.

Topics covered include:

- The PPSOA in context
- PPSOA techniques
- Programme & Project Life Cycles
- Programme management methods
- Products and systems
- Development methods
- Support tools
- Dealing with non-programme and non-project work
- Dealing with difficult situations
- The business case (advanced-level)
- Marketing the PPSOA
- Designing and installing the programme and project support office.
- Keeping the PPSOA current

Pre-Requisites

Candidates attending the Advanced programme are required to have the following:

- Successful achievement of the Certificate in Programme and Project Support Office Essentials.
- Two years relevant experience in Programme and Project Support Office environment.

Duration

This is a five day programme, concluding with the examination on the final day.

Accreditation

- Written paper
- Three from four questions
- Duration of two hours
- Pass mark 50%
- Closed book
- Oral examination/interview

For those successfully completing the written examination, an oral examination is scheduled (duration up to 45 minutes).

Target Audience

The Advanced certificate is intended for professional PPSOA managers and consultants, or programme and project managers who require:

- A comprehensive understanding of the processes, techniques and supporting infrastructure needed to provide a more strategic role in the design and implementation of PPSOA and associated support services to programmes and projects
- To consolidate their skills by achieving the ISEB PPSOA qualification.

Scheduled Dates and Prices

See our latest public schedule at www.ilxgroup.com for dates, venues and prices.

Reservations and Information

To reserve your place on this course, or to find out more about in-house courses, contact our training advisors on **01270 611600** or email sales@ilxgroup.com for further assistance

For further information contact:

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Email sales@ilxgroup.com or visit our web site at www.ilxgroup.com for the latest news and updates.

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