

ISEB Programme and Project Support Office Essentials (PPSOF)



Organisations in both the Public and Private sector are driving their business change forwards by employing focused change programmes and projects. This initiative has shown that a key part of the success of managing change is one of organisations coming to see their professional Programme/Project Support Office (PPSOF) as a 'centre of excellence'.

The Essentials course leads to the Foundation Certificate in Programme and Project Support Office (PPSOF) which was developed from a support office perspective and thereby contributing towards the status and professionalism of support office staff.

Course Content

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

Topics covered include:

- Defining the different types of support provided by the PPSOF
- Defining programme & project organisation structures
- Identifying the infrastructure, products and systems required to support programmes and projects
- PPSOF techniques
- Programme & Project documentation
- Programme & Project monitoring and reporting
- Exception situations
- Risk management
- Business case techniques
- Configuration management
- Quality management
- Supporting the use of the techniques

Pre-Requisites

There are no pre-requisites required to attend the PPSOF Essentials course.

Duration

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

Accreditation

- Multiple-choice
- 40 questions
- Duration of one hour
- Pass mark 26/40



Target Audience

The Essentials Certificate is intended for:

- Staff members who are involved in project & programme support roles
- Any staff members working in a general administrative role
- Newly appointed Programme and Project Managers wishing to gain an understanding of a PPSOF

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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