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## Exam Questions P3OF

Portfolio, Programme and Project Offices® Foundation



#### NEW QUESTION 1

- (Exam Topic 1)

Which of the following statements about Key Performance Indicators are true?

- \* 1. Can be used to maintain buy in and commitment from stakeholders
- \* 2. Will be the same for every P3O

- A. Only 1 is true
- B. Only 2 is true
- C. Both 1 and 2 are true
- D. Neither 1 or 2 is true

**Answer:** A

#### NEW QUESTION 2

- (Exam Topic 1)

Which functional area considers risk against the ability to achieve planned outcomes for a specific business change?

- A. Strategic planning/portfolio support
- B. Delivery support
- C. Project
- D. COE

**Answer:** B

#### NEW QUESTION 3

- (Exam Topic 1)

Which is a characteristic of a Temporary Office model?

- A. Consists of Hub Portfolio Offices
- B. Results typically from low PPM maturity
- C. Provides support to ongoing portfolios
- D. Defines generic standards to be applied across a portfolio

**Answer:** B

#### NEW QUESTION 4

- (Exam Topic 1)

Which is an activity in the definition and implementation of a temporary Programme Office?

- A. Create a Vision Statement for the office
- B. Transfer the realization of benefits to the operational environment
- C. Identify existing processes defined by the COE that may used
- D. Design the future state Blueprint

**Answer:** C

#### NEW QUESTION 5

- (Exam Topic 1)

Which is NOT a factor that affects the design of a P3O model?

- A. Whether a framework agreement exists with an external PPM consultancy company
- B. Existing level of PPM maturity of the organization
- C. Whether local or central investment decisions drive the business
- D. The number of distinct geographical divisions within the organization

**Answer:** A

#### NEW QUESTION 6

- (Exam Topic 1)

Which is an area where improvement targets and related Key Performance Indicators should be set?

- A. Improved portfolio balance in terms of overall risk and lifecycle stages
- B. Greater independence from strategic objectives
- C. Increased number of projects in start-up at any one time
- D. Increased number of programmes scoring amber or red at a gated review

**Answer:** A

#### NEW QUESTION 7

- (Exam Topic 1)

Which is NOT a way that tools may be used?

- A. Community
- B. Individual
- C. Integrated

D. Collaborative

**Answer:** A

#### NEW QUESTION 8

- (Exam Topic 1)

Which of the following describe the services that a COE typically provides when a temporary Programme Office is defined?

- \* 1. Supply standard processes, tools and templates
- \* 2. Provide advice on tailoring processes to meet the needs of the programme being supported
- \* 3. Act as a source of lessons learned
- \* 4. Define the information flows required by the Programme Board

- A. 1, 2, 3
- B. 1, 2, 4
- C. 1, 3, 4
- D. 2, 3, 4

**Answer:** A

#### NEW QUESTION 9

- (Exam Topic 1)

Which is a COE function or service offered within a P3O?

- A. Capacity planning of PPM resources
- B. Support to Programme Managers through internal consultancy
- C. Support for escalated risks
- D. Maintaining a Risk Register on behalf of a project

**Answer:** B

#### NEW QUESTION 10

- (Exam Topic 1)

Which of the following are governance responsibilities of a P3O model?

- \* 1. Ensure the right level of decision is taken by the right person or group based on the right level of supporting information
- \* 2. Provide approval at a stage gate without other sign-off if all issues are resolved
- \* 3. Equip management boards with exception reports and associated options
- \* 4. Provide appropriate rules for summarizing progress information

- A. 1, 2, 3
- B. 1, 2, 4
- C. 1, 3, 4
- D. 2, 3, 4

**Answer:** C

#### NEW QUESTION 10

- (Exam Topic 1)

Which should be checked when a temporary Project Office is closing down?

- A. Delivery of the P3O capability defined in the Blueprint is complete
- B. Continued alignment of P3O functions to the business requirements
- C. Transfer of the benefits management process to an operational area
- D. Realization of the benefits delivered by the P3O model

**Answer:** C

#### NEW QUESTION 13

- (Exam Topic 1)

Which technique is used to determine the appropriate level of governance for a project?

- A. Business process swimlanes
- B. Capacity planning for resource management
- C. Complexity modelling
- D. Skills development and maintenance

**Answer:** C

#### NEW QUESTION 16

- (Exam Topic 1)

What element of a P3O model provides centralized services?

- A. Project Office
- B. Organization Portfolio Office
- C. Hub Portfolio Office
- D. Programme Office

**Answer:** B

**NEW QUESTION 17**

- (Exam Topic 1)

Why should staff delivering non-PPM functions within a P3O model be treated as distinct administrative resources?

- A. Avoid discouraging people from choosing a career within a P3O
- B. Provide non-PPM functions with a logical home
- C. Meet business efficiency needs
- D. Deliver a secretariat service to management boards

**Answer:** A

**NEW QUESTION 20**

- (Exam Topic 1)

Which applies to the Define' process in the permanent P3O model lifecycle?

- A. Can commence once the Mandate for change has been received
- B. Will be the same for every P3O implementation, irrespective of the size of the P3O
- C. Requires careful planning to ensure continued alignment with strategic objectives throughout implementation
- D. Is the same as the process used to set up temporary P3Os

**Answer:** C

**NEW QUESTION 23**

- (Exam Topic 1)

What does a Hub Portfolio Office support?

- A. Definition and delivery of a portfolio of change across an organization
- B. Delivery of a specific change initiative being delivered as a programme
- C. Consistent definition of standards across an organization
- D. Definition and delivery of programmes within a division

**Answer:** D

**NEW QUESTION 27**

- (Exam Topic 1)

Which is a delivery support function offered within a P3O?

- A. Reporting on progress through management dashboards
- B. Provision of independent assurance of programmes
- C. Provision of project support resources to projects
- D. Alignment of change initiatives to strategy

**Answer:** C

**NEW QUESTION 32**

- (Exam Topic 1)

Which is a key activity of the Identify' process in the permanent P3O lifecycle?

- A. Delivering the new capability
- B. Planning tranches of delivery
- C. Analysing stakeholders and planning communications
- D. Assessing the current state of P3O provision

**Answer:** D

**NEW QUESTION 36**

- (Exam Topic 1)

Which is NOT a section of a Blueprint?

- A. Practices
- B. Information and data requirements
- C. Technology (including tools and techniques)
- D. Organizational structure

**Answer:** A

**NEW QUESTION 41**

- (Exam Topic 1)

Which information should a P3O Business Case typically contain?

- A. Risks involved in implementing a P3O model
- B. Definition of the future state of the P3O
- C. Resource requirements to deliver the portfolio of change initiatives
- D. Risks involved in delivering the portfolio of change initiatives

**Answer:**

A

#### NEW QUESTION 42

- (Exam Topic 1)

Which defines what a P3O provides?

- A. Decision-making forum for Programme and Project Managers
- B. Decision-enabling model for the entire organization.
- C. Integration with governance arrangements and other corporate support functions
- D. Replacement for Programme and Project Boards

**Answer: C**

#### NEW QUESTION 44

- (Exam Topic 1)

Which of the following are critical success factors for the introduction of standard tools and techniques to the P3O model?

- \* 1. Identify the benefits a tool will provide to an organization before focussing on its features
- \* 2. Ensure the complexity of the tools and techniques matches the capability maturity of the organization
- \* 3. Implement new tools as part of an organizational change programme
- \* 4. Implement tools simultaneously across all programmes and projects

- A. 1, 2, 3
- B. 1, 2, 4
- C. 1, 3, 4
- D. 2, 3, 4

**Answer: A**

#### NEW QUESTION 46

- (Exam Topic 1)

What is used with senior managers to identify the role of a P3O in providing governance?

- A. P3O model
- B. P3O information portal
- C. Enterprise PPM solutions
- D. P3O value matrix

**Answer: D**

#### NEW QUESTION 51

- (Exam Topic 1)

Which role has the authority to champion the setup of a P3O set-up?

- A. Head of Programme Office
- B. Head of P3O
- C. Portfolio Analyst
- D. P3O Sponsor

**Answer: D**

#### NEW QUESTION 54

- (Exam Topic 1)

Which is a permanent office supporting the definition of a portfolio of programmes and projects within a geographical region?

- A. Organization Portfolio Office
- B. Hub Portfolio Office
- C. Programme Office
- D. Project Office

**Answer: B**

#### NEW QUESTION 56

- (Exam Topic 1)

Which is a factor to consider when sizing a permanent office?

- A. Estimate of time taken to deliver each service provided by an office
- B. Number of people working on a single programme
- C. Amount of money being invested in a single programme
- D. Number of templates already produced

**Answer: A**

#### NEW QUESTION 61

- (Exam Topic 1)

Which role is responsible for developing a Portfolio Dependencies Register?

- A. Programme Specialist
- B. Portfolio Analyst
- C. Reporting
- D. Tools Expert

**Answer:** B

**NEW QUESTION 66**

- (Exam Topic 1)

Which role should be the final point of escalation for a P3O which supports all change in an organization?

- A. Portfolio Analyst
- B. Finance
- C. Head of P3O
- D. Main board director

**Answer:** D

**NEW QUESTION 71**

- (Exam Topic 1)

Which is NOT a typical Key Performance Indicator which can be used to measure the success of a P3O?

- A. Increased success of programmes delivering to budget
- B. Improved portfolio balance in relation to spend on short term contract resource
- C. Increased use of implemented tools by operations staff
- D. Enhanced contribution measured against the Benefits Realization Plan

**Answer:** C

**NEW QUESTION 74**

- (Exam Topic 1)

Which role's purpose is to facilitate the development of the portfolio, programme or project dependency logs?

- A. Change Control
- B. Issue
- C. Information Management
- D. Planning and Estimating

**Answer:** D

**NEW QUESTION 75**

- (Exam Topic 1)

Which is a specified constraint that may impact the benefits delivered by implementing a P3O model?

- A. An organization's ability to adapt to change
- B. Overall programme and project success rates
- C. A P3O champion providing senior management commitment
- D. Belief that complying with repeatable processes is bureaucratic

**Answer:** A

**NEW QUESTION 76**

- (Exam Topic 1)

Which describes embedded resources delivering finance functions assigned to a temporary Programme Office?

- A. They are permanently assigned to a programme or project
- B. Line management responsibility for them sits within a Programme Office
- C. They use the standards created by a temporary Programme Office
- D. Processes that they will follow are controlled by the finance department

**Answer:** D

**NEW QUESTION 78**

- (Exam Topic 1)

Which is part of the business governance structure whose requirements MUST be met by the reporting of a P3O?

- A. Senior Management Board
- B. External stakeholders
- C. Component offices within the P3O
- D. Head of P3O

**Answer:** A

**NEW QUESTION 82**

- (Exam Topic 1)

Which are the activities of the implementation lifecycle for a permanent P3O?

- A. Initiate, Define, Deliver Capability / Realize Benefits, Close
- B. Identify, Define, Deliver Tranches, Close
- C. Identify, Define, Deliver Blueprint, Close
- D. Identify, Define, Deliver Capability / Realize Benefits, Close

**Answer:** D

#### **NEW QUESTION 87**

- (Exam Topic 1)

Who does a P3O support by providing practical hands-on help?

- A. Customer/user community
- B. Programme and Project Managers
- C. Suppliers
- D. Senior managers

**Answer:** B

#### **NEW QUESTION 90**

- (Exam Topic 2)

What are risk identification and risk assessment workshops typically used for?

- A. Define the relative priority of each investment objective
- B. Identify threats as part of project initiation
- C. Brainstorm objectives for a project
- D. Define measures in a Benefit Profile

**Answer:** B

#### **NEW QUESTION 95**

- (Exam Topic 2)

What should a P3O recommend for 'must do' changes?

- A. Should be stopped immediately
- B. Must be completed before new changes are started
- C. Should be realigned to existing objectives
- D. Should be included in the portfolio to maintain business as usual

**Answer:** D

#### **NEW QUESTION 100**

- (Exam Topic 2)

What is used to assist senior managers to determine their core problems and the services to be delivered by a P3O model?

- A. Business process swimlanes
- B. Knowledge management tools
- C. Capacity planning for resource management
- D. P3O Value Matrix

**Answer:** D

#### **NEW QUESTION 105**

- (Exam Topic 2)

What does a P3O provide to support the principle 'govern effectively'?

- A. Coaching and training to P3O roles
- B. Independent gated review coordination and assurance
- C. A benefits tracking service to business owners
- D. A fast track mobilization service to programmes and projects

**Answer:** B

#### **NEW QUESTION 110**

- (Exam Topic 2)

Which is a typical constraint which impacts on how a P3O is implemented?

- A. Pace of change must take into account current P3M3 maturity
- B. Quality, standardized programme data is needed
- C. P3O assurance services must be independent
- D. P3O governance must align with existing corporate governance

**Answer:** A

#### **NEW QUESTION 111**



- (Exam Topic 2)

Which is a purpose of measuring Key Performance Indicators for a P3O?

- A. Demonstrate a P3O's successes to the organization
- B. Determine project progress against its plan
- C. Identify the resources required within a P3O
- D. Identify areas of personal improvement for Project Managers

**Answer:** A

#### **NEW QUESTION 115**

- (Exam Topic 2)

Which is NOT a typical factor that may affect the design of a P3O model?

- A. Organizational PPM maturity
- B. Geographical divisions
- C. Size of the organization
- D. Challenge to current culture

**Answer:** D

#### **NEW QUESTION 118**

- (Exam Topic 2)

Which is a purpose of getting senior managers to buy into the benefits a P3O will deliver?

- A. Contribute to planning tranches of delivery
- B. Document the desired future state
- C. Use their influence to champion the change
- D. Implement appropriate PPM tools

**Answer:** C

#### **NEW QUESTION 121**

- (Exam Topic 2)

Which is a characteristic of the Vision Statement?

- A. Describes the current state
- B. Defines how to deliver the P3O model
- C. Links the P3O model to achievement of business goals
- D. Documents detailed processes for the P3O

**Answer:** C

#### **NEW QUESTION 123**

- (Exam Topic 2)

Which is NOT a functional role?

- A. Benefits and Value
- B. Information Management
- C. Project Officer
- D. Planning

**Answer:** C

#### **NEW QUESTION 127**

- (Exam Topic 2)

What is defined as a temporary, flexible organization created to coordinate the implementation of a set of related projects and activities?

- A. Programme
- B. Business as usual
- C. Project
- D. Portfolio

**Answer:** A

#### **NEW QUESTION 130**

- (Exam Topic 2)

Which of the following are recommended for the implementation of a P3O model?

- \* 1. Follow a recognized programme or project methodology
- \* 2. Define a budget and associated timescales to deliver
- \* 3. Appoint a P3O Sponsor
- \* 4. Use a programme approach to implement a single office P3O staffed by one individual

- A. 1, 2, 3
- B. 1, 2, 4
- C. 1, 3, 4
- D. 2, 3, 4



**Answer:** A

**NEW QUESTION 133**

- (Exam Topic 2)

Which describes the people or skills required for a Portfolio Office?

- A. Should be resourced with people wanting to move into project management
- B. Skills of Portfolio Office staff are the same as those for a role in a COE
- C. Needs enough people who are able to interpret and challenge data
- D. Should be resourced with a large number of administrative staff

**Answer:** C

**NEW QUESTION 136**

- (Exam Topic 2)

Which is NOT a use of integrated tools?

- A. Links information across business change initiatives in a hierarchical manner
- B. Allows multiple people to access multiple sets of information
- C. Supports a single business change initiative with multiple users
- D. Uses a single installation of the tool across the organization

**Answer:** C

**NEW QUESTION 139**

- (Exam Topic 2)

Where should an Organization Portfolio Office ultimately report?

- A. Main board director
- B. Corporate services function
- C. Programme Manager
- D. Head of P3O

**Answer:** A

**NEW QUESTION 143**

- (Exam Topic 2)

What is a portfolio, programme and project management standards office?

- A. Organization Portfolio
- B. Hub Portfolio
- C. Programme
- D. COE

**Answer:** D

**NEW QUESTION 144**

- (Exam Topic 2)

Which of the following statements about how a P3O should integrate with the wider organization are true?

- \* 1. Operates independently of other functions within the organization
- \* 2. Typically relies on dedicated full-time resources to provide financial functions needed

- A. Only 1 is true
- B. Only 2 is true
- C. Both 1 and 2 are true
- D. Neither 1 or 2 is true

**Answer:** D

**NEW QUESTION 146**

- (Exam Topic 2)

What technique provides the benefit of checking the quality of the decision-support information being provided to the P3O?

- A. Gated reviews
- B. Business process svvimlanes
- C. Capacity planning for resource management
- D. Management dashboards

**Answer:** A

**NEW QUESTION 148**

- (Exam Topic 2)

Which is delivered by the Blueprint's information flows?

- A. P3O implementation plan

- B. Management of risk
- C. Principle of management by exception
- D. Realization of benefits

**Answer:** C

**NEW QUESTION 149**

- (Exam Topic 2)

Which is NOT a specific area where KPIs should be set as a minimum to measure a P3O model's success?

- A. Reduced cost of skilled resources
- B. Enhanced contribution to strategic objectives
- C. Improved portfolio balance in terms of overall risk
- D. Increased overall programme success rates in relation to benefits realization

**Answer:** A

**NEW QUESTION 150**

- (Exam Topic 2)

Which of the following describe the governance responsibilities of a P3O model?

- \* 1. Provides the governance and control backbone for an organization's change initiatives
- \* 2. Provides a single source for all data relating to the organization's change initiatives
- \* 3. Implements rules for decision-making relating to programmes and projects
- \* 4. Makes decisions on behalf of the main board

- A. 1, 2, 3
- B. 1, 2, 4
- C. 1, 3, 4
- D. 2, 3, 4

**Answer:** A

**NEW QUESTION 151**

- (Exam Topic 2)

Which information should a Business Case for a P3O provide?

- A. Reasons why any form of P3O is needed
- B. Roles of the staff working in the P3O
- C. Processes to be implemented by the P3O
- D. Appointed Head of P3O

**Answer:** A

**NEW QUESTION 152**

- (Exam Topic 2)

Which is a likely source of a threat to achieving the Blueprint?

- A. Programme team fails to use a common language
- B. Stakeholders are identified and analysed
- C. Programme approach is used to implement a P3O
- D. External consultants advise the programme team

**Answer:** A

**NEW QUESTION 155**

- (Exam Topic 2)

Which is a purpose of the Consultancy and Performance Management role?

- A. Assists with budget control
- B. Creates, maintains and distributes good practice
- C. Provides benefits realization support
- D. Identifies, monitors and resolves issues

**Answer:** B

**NEW QUESTION 158**

- (Exam Topic 2)

Which is a function of strategic mapping software?

- A. Distributes and shares learning among the PPM community
- B. Models an organization's systems and processes
- C. Matches programmes and projects to portfolio benefits and outcomes
- D. Supports a common, integrated approach to risk management

**Answer:** C

#### NEW QUESTION 160

- (Exam Topic 2)

How does a P3O model increase an organization's ability to deliver its strategy?

- A. Ensures current projects are unaffected by changes to policy or strategy
- B. Enables projects to efficiently develop their own financial processes
- C. Provides decision support to ensure the right projects are launched
- D. Allows senior managers to delegate their governance responsibilities

**Answer: C**

#### NEW QUESTION 164

- (Exam Topic 2)

Which activity occurs as part of the 'Identify' process?

- A. Refine the Vision Statement
- B. Document an outline Business Case
- C. Plan tranches of delivery
- D. Deliver the new capability

**Answer: B**

#### NEW QUESTION 166

- (Exam Topic 2)

Why is the same function carried out with a different focus by different offices within a P3O model?

- A. Provides support by ongoing prioritization of change initiatives
- B. Understands the capability to be delivered by the programme being supported
- C. Provides appropriate decision support to the customers of each office
- D. Considers risk from a strategic viewpoint

**Answer: C**

#### NEW QUESTION 171

- (Exam Topic 2)

What is defined as the decision-enabling and support business model for all business change within an organization?

- A. Programme
- B. P3O
- C. Project
- D. Portfolio

**Answer: B**

#### NEW QUESTION 172

- (Exam Topic 2)

Which is a benefit of the portfolio prioritization and optimization technique?

- A. Highlights programme issues requiring intervention
- B. Documents repeatable processes enabling increased PPM maturity
- C. Provides resource capacity to the portfolio when required
- D. Supports senior management investment decisions by aligning programmes to strategy

**Answer: D**

#### NEW QUESTION 176

- (Exam Topic 2)

Which activity should take place when recycling capability within a temporary Programme Office lifecycle?

- A. Transfer resources back to operational areas
- B. Review processes to ensure they continue to support a programme
- C. Feedback to the COE any methods used as part of programme delivery
- D. Return office accommodation back to business as usual

**Answer: C**

#### NEW QUESTION 181

- (Exam Topic 2)

What role provides facilitated workshops to promote consistent project management practice?

- A. Project Specialist
- B. Project Officer
- C. Head of Project Office
- D. Secretariat/administrator

**Answer: A**

**NEW QUESTION 182**

- (Exam Topic 2)

Which is NOT an objective of a programme?

- A. Coordinate related projects and activities
- B. Deliver business products according to a Business Case
- C. Deliver outcomes and benefits
- D. Align outcomes to strategic objectives

**Answer: B**

**NEW QUESTION 184**

- (Exam Topic 2)

How does a P3O typically deliver an information portal to the PPM community?

- A. Through an intranet site showing templates and guidance
- B. By documenting business process swimlanes
- C. Using programme and project management forums
- D. By appropriate capacity planning for resource management

**Answer: A**

**NEW QUESTION 189**

- (Exam Topic 2)

Which non-PPM function is often provided by a P3O in the interests of business efficiency?

- A. Challenging project data
- B. Scrutinising the impact of project delivery on business as usual
- C. Escalating risks and issues
- D. Providing a secretariat service to management boards

**Answer: D**

**NEW QUESTION 191**

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