

## FOUNDATION EXAM CANDIDATE GUIDANCE

---

### 1 INTRODUCTION

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the P3O models, principles, lifecycles, techniques and roles. The Foundation exam uses objective test questions, which require you to choose a response to a question from a set of choices, for which the correct answer is pre-determined.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. Some suggestions on how to approach answering the various styles of question are also included.

### 2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet that contains 75 questions - 70 exam questions and five trial questions. Each question covers a different syllabus topic and is worth 1 mark, but trial questions are not scored. The use of trial questions enables new questions to be trialled without affecting a candidate's marks. There will be no indication of which questions are exam questions and which are trial. The pass mark is 35.
- 2.2 The Answer Sheet on which your answers must be given. There will only ever be **one answer** to each question. If more than one answer is given in the answer sheet the response line will be void and will attract no marks. Marks are not subtracted for incorrect answers.

### 3 P3O SYLLABUS AREAS ADDRESSED

The exam consists of 75 questions in total that cover all areas of the P3O Foundation syllabus. The full P3O syllabus is available from your Accredited Training Organisation or ALEXOS.

### 4 STYLES OF QUESTION

There are a number of different test styles used within the paper. All test styles are based on the selection of the correct answer from a choice of 4 options.

The test styles are: standard, negative, select (list) and select (evaluation).

#### 4.1 Standard

What type of role is a Project Officer?

- a) Consultancy
- b) Functional
- c) Generic
- d) Management

## 4.2 Negative

Which is **NOT** included within the definition of project management?

- e) Planning a project
- f) Monitoring a project
- g) Achieving outcomes
- h) Motivating a team

## 4.3 Select (list)

Which of the following are attributes of gated reviews?

1. Are undertaken at key decision points in a programme or project
2. Assess how a programme is performing compared with its objectives
3. Establish the Key Performance Indicators for a programme or project
4. Check the quality of decision support information provided

- a) 1, 2, 3
- b) 1, 2, 4
- c) 1, 3, 4
- d) 2, 3, 4

## 4.4 Select (evaluation)

Which of the following statements about processes for an existing temporary office are true?

1. Defined information flows for the supported programme should be implemented
2. Resources within the Portfolio Office should be managed

- a) Only 1 is true
- b) Only 2 is true
- c) Both 1 and 2 are true
- d) Neither 1 or 2 is true

## 5 EDITORIAL NOTES

### 5.1 General Presentation

Throughout the exam, title case has been used for all references to P3O lifecycle processes, and roles.

### 5.2 Abbreviations

The following standard abbreviations used in the guide/manual will not be expanded in the paper:

Abbreviation	Term
COE	Centre of Excellence
P3M3	Portfolio, Programme and Project Management
P3O	Portfolio, Programme and Project Offices
PPM	Portfolio, Programme and Project Management

### 5.3 Uses of “should” and “must”

“**should**” - is used to express “obligation”: something that is good or important or recommended. It is less strong than must and is used to test whether something should occur because it is consistent with the principles and recommended practices of P3O.

“**must**” is used when talking about something that is “necessary” or “has” to occur, i.e. something that is mandatory.

## 6 TIME MANAGEMENT

The exam is 60 minutes in duration. You must manage your time in order to complete all questions. All 75 questions should be attempted. If you wish to write your answers on the question paper first, you must be aware of the additional time needed to transfer the answers to the Answer Sheet. Only answers correctly submitted on the Answer Sheet will contribute to the result.

**No support material** is permitted. This is a closed book exam.

## 7 USING THE ANSWER SHEET

- 7.1 The Answer Sheet is read electronically and the results generated by computer. It is therefore essential that you follow the instructions given and mark your answers accordingly. Failure to do so may lead to delay and, in some cases, answers being void.
- 7.2 Record your candidate number in the footer at the bottom of the page and also in the 6 boxes at the top right. Fill in the associated ovals next to the 6 boxes as shown in the example below for candidate 023514.

**Candidate Number**


0	<input checked="" type="radio"/>	1	2	3	4	5	6	7	8	9	+
2	0	1	<input checked="" type="radio"/>	3	4	5	6	7	8	9	+
3	0	1	2	<input checked="" type="radio"/>	4	5	6	7	8	9	+
5	0	1	2	3	4	<input checked="" type="radio"/>	6	7	8	9	+
1	0	<input checked="" type="radio"/>	2	3	4	5	6	7	8	9	+
4	0	1	2	3	<input checked="" type="radio"/>	5	6	7	8	9	+

- 7.3 Select your answers by filling in ovals that relate to your chosen response, e.g.

	A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

7.4 Fill the oval in **IN PENCIL, NOT PEN**. If a pen is used, the answers may not be marked.

Acceptable ways to complete the answer sheets are either:

 completely filling in the oval or  drawing a line through the centre of the oval, ensuring between 80-100% is filled.

Any other method, including ticks or crosses, is not acceptable and may not be marked.

7.5 If you wish to change your answer during the exam, completely erase your original answer and mark your new answer. If there is more than one oval marked for an answer, the question will score zero.