

# Setting-up the Organizational Project Management Office (PMO)

Discover how to implement project management across the organization through the successful & innovative concept of the PMO



## Seminar Focus

- Identify Project Management Office (PMO) capability based on an established competency continuum model
- Determine the appropriate PMO structure for your organization
- Determine what PMO functions are needed based on project management support requirements
- Recognize and overcome barriers related to PMO implementation
- Translate requirements for PMO functionality into distinct roles & responsibilities of PMO staff members
- Create preliminary PMO implementation plan

## Overview

The Project/Programme Management Office (PMO) is one of the fastest growing concepts in project management today, as it is key to effective implementation of project management across the organisation. Learn to develop the framework for a successful implementation, achieve your goals and objectives and match your strategic business objectives and needs. Discuss your experiences and concerns in context with industry practices as you develop your own plan.

This course is a must for experienced project managers and senior project managers who have recognised the need to obtain the knowledge and skills to plan and implement the appropriate PMO for their own organization.

This course is perfect for helping your organization become more project management focused and learning the ins and outs of establishing a Project Management Office (PMO).

## Who Should Attend

- Project, Program & Portfolio Sponsors and Managers
- Finance Managers
- HR Managers
- Procurement Managers
- Marketing & Sales Managers
- Operations Managers
- All who are committed to delivering successful projects on a reduced budget

## Agenda

### SESSION 1: KEY CONCEPTS

- The range of project oversight
- The competency continuum
- The purpose of a PMO
- Benefits of establishing a PMO
- Key factors for PMO success
- Identification & involvement of influential stakeholders
- PMO project life-cycle framework
- Facilitating stakeholder buy-in for the PMO
- The needs analysis & feasibility worksheet

### SESSION 2: PMO ORGANISATION

- PMO structures & their characteristics
- PMO organisation issues & challenges
- The organisational design worksheet

### SESSION 3: PMO FUNCTIONS

- The functions
- Project management competency
- Project management services
- Project operations support
- Matching functions with support requirements
- Issues & problems related to PMO function implementation
- The PMO function worksheet

## **SESSION 4: PMO PARTICIPANTS**

- Authority required for effective performance
- PMO staffing
- Roles & responsibilities
- The PMO participants' worksheet

## **SESSION 5: PMO PLANNING & IMPLEMENTATION**

- Creating the PMO charter
- Assigning the PMO manager
- Integrating applicable organisational policies
- Establishing project manager qualifications
- Developing project classification guidance
- Establishing PMO processes & procedures
- Creating a change management plan
- Identifying & analysing PMO risks & developing risk response strategies
- Estimating PMO start-up costs
- Developing a preliminary PMO implementation plan

## **SESSION 6: LESSONS LEARNED AND ACTION PLANS**