

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

Setting-up the Organizational Project Management Office (PMO)

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 organisation. 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

Setting-up the Organizational Project Management Office (PMO)

- 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

Seminar Leader



RICHARD A. GRAHAM PMP, RMP has been involved in projects for over 20 years. He has been active with a wide range of industries, including pharmaceuticals, chemicals, engineering and manufacture, construction, information systems and telecommunications and has held senior roles in Astra Pharmaceuticals, Eli Lilly, IMC and British Alcan.

Rick has a special interest in the risk and recovery aspects of projects, as well as in project contracting. He teaches a module of the MBA and Operational Research courses of a major UK business. Rick is a certified Project Management Professional® by PMI® and is a member of PMI's Risk Management Special Interest Group.

Rick is a popular key-note speaker and course facilitator on the number of project management topics, including Risk, Governance, Financial Aspects and Recovery of Projects.

His recent assignments include delivering project consultancy and management training work for British Telecom, Deutsche Telecom, BP, Bechtel Corporation, Dubai Construction Authority, Vodafone, Siemens, Skanska, Tetrapak, Microsoft, Nokia and Ericsson among others. Rick is also a certified lawyer and certified public accountant in UK.