

The Project Management Office

Key Techniques for the Successful Implementation & Operation of a PMO



Organisations are increasingly establishing Project Management Offices to Effectively Coordinate their Strategic & Operational Projects, Enhance the Proficiencies of Project Managers and Providing the Foundational Tools & Techniques for Project Success

- This course focuses on WHAT to establish and HOW to implement and operate a successful Project Management Office (PMO) that will contribute to the effective management of projects and the achievement of business benefits
- The course strongly focuses on the challenges that are important to you and explores the latest best practice to improve communication, cut costs and optimise functional user involvement



Delegates will Explore & Learn How to:

- ❖ Maximise project performance and realise business goals
- ❖ Use effective tools to analyse, assess and implement the Project Management Office structure that best suits the organisation
- ❖ Optimise the benefits of establishing a PMO by efficiently articulating & executing the PMO implementation roadmap
- ❖ Sustain successful PMOs across the organisation by resolving challenges & focusing on continuous improvement initiatives

The course is designed for those who need to know HOW to Plan and Implement an appropriate PMO within their Own Organisation. Ideally targeting Project & Programme Management Practitioners, PM & Portfolio Managers and Individuals who need to gain understanding of the PMO

This course has been
Designed & Created
and is Managed & Organised by



The Course is aligned to the
Project Management Institute
Body of Knowledge



The Project Management Office

Contents & Timeline

SESSION 1 – Day 1

Strategic Planning & Project Portfolio Management

- Strategy Overview
- Converting Strategy Into Projects
- Management BY Projects vs Management of Projects
- Introduction To Project Portfolio Management
- The Project Portfolio Management Framework
- Project Portfolio Reporting
- Portfolio Manager Roles And Responsibilities

Purpose of a Project Management Office

- Organisation goals and their influence
- Project- and enterprise-focused functions
- The purpose of a PMO
- Benefits of establishing a PMO
- Different levels of coverage for the PMO in the organisation

Benefits of Establishing a PMO

- Key factors for PMO success
- Identification and involvement of influential stakeholders
- PMO project lifecycle framework
- Facilitating stakeholder buy-in for the PMO
- Analysis of Needs & Feasibility of PMO

SESSION 2 – Days 2 & 3

Project Management Office Functions & Organisation

- Establishing the Scope of the PMO Functions
- Determining the PMO's range of Support to Projects & Portfolios
- The PMO core Organisational Structure
- PMO Staffing
- PMO Roles & Responsibilities
- Governance & Management Sponsorship

The PMO: Promoter of Project Management Excellence

- Project Management Competencies & Skills
- Deploying a Project Management Competency Model
- Increasing PM Competencies
- Project Management Excellence Support Functions

Planning for the Introduction of a PMO

- Creating the PMO charter
- Defining the PMO Organisation & Assigning a PMO Manager
- Describing Scope & Contents of PMO Roles & Responsibilities
- Collating Company/Industry Best Practices, Policies & Processes
- Determining Extent of Project Portfolio Management
- Establishing PMO-specific Processes and Procedures
- Developing Project Prioritisation/Ranking Norms
- Establishing/Deploying Project Manager Competency Model
- Planning for Project Management Training & Education
- Conclude the PMO RoadMap

SESSION 3 – Days 4 & 5

Implementing the PMO RoadMap

- Introducing the PMO and the RoadMap to the Organisation
- Staffing the PMO appropriately
- Deploying the PMO Processes and Procedures
- Initiating the Project Portfolio Management system
- Conducting the Project Manager Competency Model Assessment
- Performing the PM Training & Education plan
- Instituting & Utilising the Project Tracking/Control & Reporting Process

Addressing PMO Challenges

- Relationship between PMO and Project Management
- Multiple PMOs across the Organisation
- Identification and Involvement of Key Stakeholders
- Facilitating Stakeholder buy-in for the PMO
- Identifying Key Performance Indicators
- Governance Monitoring & Auditing and its Extent
- Priorities within Total Project Framework
- Business Alignment & Business Benefits
- PMO Operational Costs
- Metrics and Reporting
- Continuous improvement

Delegates will receive a
Comprehensive Binder
and a Certificate of Training



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