



Building & Sustaining the Project Management Office – PMO

Course Overview

Most modern organizations have a Project Management Office (PMO) setup through which it improves transformation of the organizational strategies and achieve goals and objectives.

Establishing a PMO is a project by itself that should be “tailored” to a specific organization based on its current and potential goals and capabilities.

This training course helps you understand the various types of PMOs and develop a roadmap to effectively establish the proper PMO for your organization or business units.

Learning Objectives

By end of this training course, participants should be able to:

- a) Understand strategic planning and how it is linked to the PMO
- b) Assess needs and develop case for establishing a business-driven PMO
- c) Understand how to plan and manage the PMO project
- d) Facilitate the different layers of the project management community of practice
- e) Apply cultural change management and gain executives' support

Target Audience

Senior management, initiative owners, project sponsors, Chief Information Officers, Chief Operating Officers, CEOs for medium size organizations. PMO directors, PMO staff, project and program managers.

Methodology

Presentations, group works, case studies, questions and answers.

Duration

Five days

Course Outlines

- 1) Project Management Overview
 - a. Project vs. operational work
 - b. Project constraints
 - c. Project life cycle
 - d. Key stakeholders
 - e. The project manager role
 - f. Project complexity
- 2) Challenges of the Multiple Project Environment
 - a. Types of multiple project environment
 - b. Complexity of the multiple project environment
 - c. Major issues in managing multiple projects
- 3) Strategic Planning Overview
 - a. Main components of the strategic plan
 - b. Why strategic plans fail?
 - c. What makes a good strategic plan?
 - d. Strategy transformation
- 4) The PMO initiative
 - a. What is a PMO?
 - b. Reasons for having a PMO
 - c. Role of the PMO in strategy development & transformation
- 5) PMO setup roadmap
 - a) Prioritizing the PMO functions
 - b) Assigning key roles
 - c) Building the PMO organization structure
 - d) Chartering the PMO
 - e) Setting base for project success
 - f) Change management and the PMO
 - g) Roadmap to setup the PMO
- 6) PMO & Project Management
 - a. Organizational vs. Project Governance
 - b. Project vs. Industry Standards
 - c. Project Initiation
 - d. Project Planning
 - e. Project Execution
 - f. Project Monitoring & control
 - g. Project Closing
- 7) PMO & Portfolio Management
 - a. What is a project portfolio?
 - b. Portfolio balancing & alignment
- 8) PMO & Organizational Capacity
 - a. Human Resource Management
 - b. Asset Management
 - c. Predictability and Delivery Acceleration
 - d. Other organizational sub-systems

- 9) Implementing Enterprise Project Management Tools
 - a. Why having an EPM tool?
 - b. Selecting and implementing EPM tools

- 10) Increasing the Organizational Project Management Maturity
 - a. Organizational Project Management Maturity Models (OPM3)
 - b. Measuring organizational maturity
 - c. Practical steps to increase organizational maturity