

€ TRAINING

The Project Management Office PMO





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Introduction:

The Project Management Office PMO program adds value to your organization's ability to deliver new initiatives and realize benefits from these endeavors. You will learn how to maximize the effectiveness of your PMO and provide optimum support to project managers, as well as provide sound governance for senior stakeholders, such as project sponsors.

Program Objectives:

At the end of this program the participants will be able to:

- Enhance project performance through contemporary tools and techniques.
- Assessing the best-fit structure for a Project Management Office PMO within the operating environment.
- Creating and implementing an effective PMO, including key milestones.
- Driving PMO forward with continuous improvement and LEAN techniques.
- Aligning organizational strategy with the project framework.
- Developing a business case, evaluating project maturity, and establishing PMO governance and methodologies.

Targeted Audience:

- Project Professionals.
- Project Managers.
- Project Management Office PMO Staff.
- Project team members.
- Senior Management.
- All Professionals Involved in Working on or Managing Projects and Programs in an Organization.

Program Outlines:

Unit 1:

The Strategic PMO: Business Case, Organization, Structure, and Functions:

- Key Roles of the PMO.
- Benefits of Aligning Strategy with Projects.
- The Link between Strategy and Projects: A Framework.
- Establishing Organizational Structures for Portfolios, Programs, and Projects.
- Developing a Robust PMO Business Case: Types and Functions.
- Understanding the Roles and Functions of Various PMO Types.

Unit 2:

Maturity and PMO: Planning, Preparation, and Strategy:

- Defining Maturity and Capability: Organizational Project Management Maturity Model PMI- OPM3.
- Steps for Increasing Maturity Level: Baseline Assessment and Gap Analysis.
- Conducting a Project Management Health Check: Baseline Maturity Assessment.
- Utilizing Maturity Gap Analysis to Enhance Project Management Processes.
- Developing the PMO Charter with Objectives and Milestones.
- Implementing Strategy Phases with Gap Analysis and Success Metrics.
- Setting Milestones and Success Metrics: Implementation Strategy Approach.

Unit 3:

Establishing a Project Management Methodology and PMO Governance:

- Defining project methodology.
- Establishing methodology steps.
- Elements of methodology.
- Methodology quality dimensions.
- Defining governance.
- Governance framework.

Unit 4:

Human Capital and The PMO:

- Key issues in people management.
- Staffing the PMO.
- Competency identification.
- Performance measurement and rewards.
- Best practices for people management in the PMO.

Unit 7:

Project Knowledge Management and The PMO:

- Key success factors in knowledge management.
- The knowledge management process.
- Project closeout and capturing lessons learned.
- The knowledge gap in project management.
- PMO as a community of practice.
- Measuring and monitoring project performance.