



The Sustainable Project Management Office

Organizations often struggle with the strategic and tactical value that a PMO can offer. For a PMO to be successful it must deliver measurable value to individual project and program managers and to the organization as a whole. This course addresses how to structure the PMO, sell the concept, and develop a plan for creating an office that serves organizational needs. Once established the PMO plays an integral role in enhancing project and program maturity levels and competencies by providing consulting, coaching, mentoring, process standardization and more.

This seminar provides participants with the knowledge and skills to create, manage, and sustain a project management office that delivers value to the enterprise.

Prerequisites

PMP® or a solid understanding of project management

Who Should Attend

- Program managers
- Experienced project managers
- PMO staff
- Directors who manage project managers
- Those who interact with the PMO

Learning Outcomes

Attending **The Sustainable Project Management Office** will enable you to:

- Understand your organization's current project management practices including challenges and opportunities.
- Describe the advantages of various PMO models and how they relate to organizational project management maturity.
- Prepare a detailed PMO business case that creates and sells a compelling value proposition
- Develop a PMO team, implementation plan, and PMO communications plan
- Transition the PMO from implementation to operations
- Improve project quality by developing effective PM standards and a flexible methodology
- Develop centralized project reporting and portfolio management processes
- Understand the PMO contribution to knowledge management
- Establish an internal consulting role for the PMO

MODULE 1

Overview of the PMO Concept

- Defining the PMO
- Create a PMO launch plan
- Assess current PM environment and culture
- Identify challenges facing PMO
- Define benefits and the PMO value proposition and organizational vision

MODULE 2

PMO Models and Functions

- Basic PMO models
- Develop standards, tools, templates, checklists
- Knowledge management
- Consultative role
- Define PMO scope of functions

MODULE 3

Develop the PMO Business Case

- Address organizational PM challenges
- Define benefits and expected returns
- Establish PMO goals, roles and responsibilities
- Develop PMO launch plan
- Getting approval

MODULE 4

Planning the PMO Launch

- Assemble PMO launch team and stakeholders
- Prepare detailed implementation plan
- Develop the PMO management communication plan
- PMO marketing and communications plan
- Executing the detailed implementation plan

MODULE 5

PMO-Open for Business

- Ensuring a smooth transition
- Keeping up appearances
- Implementation team recognition
- Early wins and measuring value
- PMO management reporting
- Incorporate feedback from project managers

MODULE 6

The PMO- Looking Ahead

- Project process standardization from planning through closing
- Benefits of standard processes
- Role of PMO in project selection
- Develop and manage portfolio
- PMO and knowledge management
- PM education and training
- PMO and project consulting