

# Establishing and Managing The Project Management Office (PMO)

( 5 Days Training Course )

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## Why Attend

The overall aim of this course is to provide participants with the knowledge required to build and manage the Project Management Office (PMO). The course involves coaching participants on assessing the project management maturity level of their organization and implementing strategies to increase it. The course also aims at assisting participants in tailoring a project management methodology that fits their organization's environment.

## Course Methodology

The course uses a mix of interactive techniques, such as brief presentations by the consultant and the participants and psychometric assessments. The course also features the use of a number of group exercises and case studies followed by plenary discussions.

## Course Objectives

**By the end of the course, participants will be able to:**

- Relate organizational strategy to project framework
- Develop a business case that outlines PMO challenges and opportunities
- Evaluate and increase the organization project maturity level
- Create the PMO charter and implement the strategy phases
- Establish a project management methodology and governance
- Assemble the PMO team and establish performance measurements
- Discover the consulting role of PMO in knowledge management

## Target Audience

PMO directors and managers, members of project office, project sponsors, functional managers, senior management and all individuals involved in building and managing the Project Management Office (PMO). This course is worth 30 PDUs.

## Target Competencies

- Strategy execution
- Leading
- Communicating
- Planning
- Coaching
- Teamwork

## Course Outline

### The strategic PMO

- PMO key roles
- PMO benefits
- The link between strategy and projects
- Aligning strategy with projects
- The strategy and projects framework

### PMO business case, organization, structure and functions

- Portfolios, programs and projects
- Developing a strong PMO business case
- Organizational structure for projects
- PMO types
- PMO functions

### Maturity and the PMO

- Defining maturity and capability
- Steps for increasing maturity level
- Baseline maturity assessment
- Project management health check
- Maturity gap analysis steps
- Organizational project management maturity model (PMI- OPM3)

### PMO planning, preparation and strategy

- Creating the PMO charter
- Objectives and milestones
- Using gap analysis to set milestones
- Implementation strategy phases
- Measuring success metrics

### Establishing a project management methodology and PMO governance

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

### Human capital and the PMO

- Key issues in people management
- Staffing the PMO
- Competency identification
- Performance measurement and rewards
- Career paths and leadership development
- Best practices for people management in the PMO

### 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