

Effective Project Management Office

(London, two days)

Benefits

- Analyse project management requirements to identify appropriate PMO model and structure
- Understand PMO functions in terms of actual roles and responsibilities
- Recognise and prepare for challenges to PMO implementation
- Discuss the PMO in terms of your own project and organisation

Who Should Attend?

- Project managers, programme managers, all senior management staff
- Individuals who need to gain understanding of the PMO
- Individuals who need to know how to plan and implement an appropriate PMO within their own organisation

Objectives

- Identify PMO capabilities according to an established competency continuum model
- Determine the appropriate PMO structure for your organisation
- Determine which PMO functions are required to fulfil your project management support requirements
- Overcome barriers related to PMO implementation
- Create a preliminary PMO implementation plan

Course Includes

- Course materials
- Lunch, tea & coffee, refreshments

Price – call 020 7148 5985 for price details and availability

In-house Courses – call 020 7148 5985 for an in-house training quotation



Course content

Overview

A sound project/programme management office (PMO) is central to project management success. Establishing a PMO within your project organisation – whether a simple support office or a full-blooded Centre of Excellence – is key to ensuring full implementation of project management theory and organisational strategy. This course is intended to guide management staff through the creating a PMO within their own organisations.

Key Concepts

- The range of project oversight
- The competency continuum
- The purpose of a PMO
- 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
- The needs analysis and feasibility worksheet

PMO Organisation

- PMO structures and their characteristics
- PMO organisation issues and challenges
- The organisational design worksheet

PMO Functions

- The functions: project management competency, services, operations support
- Matching functions with support requirements
- Issues and problems related to PMO function implementation
- The PMO function worksheet

PMO Participants

- Authority required for effective performance
- PMO staffing
- Roles and responsibilities
- The PMO participants worksheet

PMO Planning and Implementation

- Creating the PMO charter
- Assigning the PMO manager
- Integrating applicable organisational policies
- Establishing project manager qualifications
- Developing project classification guidance
- Establishing PMO processes and procedures
- Creating a change management plan
- Identifying and analyzing PMO risks and developing risk response strategies
- Estimating PMO start-up costs
- Developing a preliminary PMO implementation plan

