The PMO: Developing and Leading the Project Delivery Organization

Course Code: 1599   **Course Duration:** 2 days

The Project Management Office (PMO) is one of the fastest-emerging organizational structures across all industries; a structure that provides leadership and efficiency within a company or organization. Project Management Offices (PMOs) exist in many shapes and sizes and exert differing levels of authority. This course will help you tailor the PMO structure to benefit the delivery of projects rather than adding unnecessary bureaucratic processes.

Course Description: *The PMO: Developing and Leading the Project Delivery Organization* is a two-day, instructor-led training class designed to help participants develop and incorporate the Project Management Office (PMO).This course allows students to understand the fundamental benefits, concepts and processes of the PMO, and enables them to become familiar with relevant tools and techniques for creating an optimal PMO that aligns with the needs of their organization.

Topics List:

- PMO fundamentals
- Types of PMO organization
- Roles and responsibilities
- Reporting, monitoring and controlling

- PMO benefits and challenges
- Functions of a PMO
- PMO design and implementation
- PMO governance

Outline

1. Definition and Characteristics of a PMO
   a. What is a PMO?
   b. Benefits of the PMO
   c. Four PMO models
   d. Typical PMO functions
   e. PMO challenges
   f. Next generation PMO
2. Establishing the PMO
   a. The PMO project
   b. Dos and don'ts of PMO implementation
   c. Governance
   d. Obtaining stakeholder buy-in
   e. PMO charter and project plan
3. Process Definition and Assimilation
   a. PMO as change agent
   b. Tools for the PMO: templates, risk assessment
   c. Project stewardship
   d. Demonstrating PMO value

4. Managing the Projects Portfolio
    a. Planning, reporting and oversight (schedule, budget, scope)
    b. PMO risk management
    c. Project performance metrics
5. Maintaining and Archiving PMO Assets

Who Should Attend: PMO team members, senior project managers, PMO leaders and executives responsible for project delivery success.