



## The Project Management Office (PMO)

<b>Delivery:</b>	Traditional classroom
<b>Course No:</b>	PMN-320
<b>Duration:</b>	2 days
<b>Credits:</b>	14 PDUs/contact hours or 14 CPDs

**Prerequisites:** Basic working knowledge of project practices and terminology

**Course Level:** Advanced

---

### About this course

This intensive course discusses how a PMO can be integrated into the organisation and how it can add-value and become an effective service for the project management community and senior management. Tips and Pitfalls are presented and class discussions, brainstorming and group exercises are included.

### Who should attend?

**Project Management Office** is a course designed for managers, senior practitioners and the project management community wanting to know what an effective PMO is and how to establish, manage and lead one. This may be tailored to one day upon request.

### Learning outcomes

Attendees will learn through presentation and group case study activities:

- How to design an effective PMO that will fit organisational requirements
- How to implement a PMO
- How to effectively integrate a PMO into an organisation
- How to handle resistance to a disciplined approach
- How to get the project community on-side
- How to avoid bureaucracy
- How to maintain a flexible PM process
- How to assess the needs of your organization for a PMO (with Subject Matter Experts)
- How to define PM maturity and competency path for an organisation

### Learning approach

The Course Director will use a variety of interactive methods during the course, including:

- Group brainstorming and discussions
- Team exercises and presentations
- Case study problem-solving

Short breaks will be provided for lunch and refreshments.

## Course materials provided

Each attendee will receive:

- Complete set of presentation slides
- Comprehensive reference work book including a set of templates
- Suggested solutions to case study exercises
- A certificate of attendance confirming PDUs (contact hours) earned

## Course outline

### Unit 1 Introduction

- Introductions, Logistics, Definitions, Project Problems

### Unit 2 Environment & Context

- Project Governance
- Why projects fail?
- Key factors for successful projects
- Defining a PMO and it's Value Proposition
- PMO Evolution
- Why PMO's fail?
- Environment maturity

### Unit 3 PMO Vision to Reality

- Questions to consider
- The PMBOK® view of PMO
- PMO progressive benefits
- PMO Goals & Elements
- Initial Planning
- Critical Requirements
- Effectiveness of PMO
- Identifying& Measuring Costs & Benefits

### Unit 4 Establishing the PMO - 'Building the solid foundation'

- Project Management Processes & Knowledge
- Project Management Institute – PMI®
- Management Support
- Planning
- Suggested Initiatives
- Hints & Pitfalls
- Techniques, Tips & Examples

### Unit 5 Managing the PMO -'Building the pillars'

- Suggested Initiatives
- Hints & Pitfalls
- Useful Websites
- Techniques, Tips & Examples

- Project Governance & Ideas

#### Unit 6 Leading the PMO - 'Roof protecting the project portfolio'

- Suggested Initiatives
- Hints & Pitfalls
- Techniques, Tips and Examples
- Presentation and discussion on:
  - Monthly Progress Report
  - PMO Outsourcing
  - Future Directions
  - Maturity Models

#### Unit 7 Wrap Up

- Summary, getting started on next steps

### **Project Management Training from PMN**

Project Managers Network is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their PMP certification. This course offers attendees 14 PDUs/Contact Hours

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management. Check our web site for the latest schedule of courses.



**Registered Education Provider number 1467**