

BUILDING AND RUNNING A PROJECT MANAGEMENT OFFICE

PMO10.00

Organizations around the world are implementing formal project management processes and disciplines to deliver their work initiatives on time, within budget and to an agreed upon level of quality. Part of the ability to execute better, faster and cheaper comes from the ability to implement common processes and practices across your entire organization. Many organizations have accomplished this through a centralized organization that is responsible for developing and deploying the common project management methodology. These groups are often referred to as a "Project Management Office (PMO)", "Project Office" or "Project Management Center of Excellence". Setting up a PMO may seem like a daunting task, but this class can help by providing a logical model for setting up a PMO and using the PMO to deploy project management products and services throughout the organization.

PREREQUISITES

- None, this class provides a basic overview of all aspects of setting up and running a PMO

LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Discuss the role of a PMO and the overall value provided
- Understand all the basic PMO services
- Build a general PMO deployment model
- Identify more sophisticated PMO services

WHO SHOULD ATTEND

- Managers that are considering establishing a PMO
- All project managements and other people that may staff the PMO
- Clients and all stakeholders that have an interest in establishing a successful PMO

COURSE OUTLINE

- PMO definition
- PMO services
 - Consolidated reporting
 - Methodology management
 - Training / coaching
 - Project audits
 - Repository management
 - Metrics collection
 - Organization assessments
- Deployment
- PMO roles
- Other potential responsibilities

CLASS LENGTH

- One day (8 PDUs)