

## Building and Evolving a Project Management Office

Length: 3 Days

### COURSE CONTENT

#### IDENTIFYING THE VALUE OF A PMO

- Why you need a Project Management Office (PMO)
- Developing a PMO vision statement
- Creating a PMO charter

#### BUILDING A CASE FOR PMO

#### BENCHMARKING PMO MATURITY

- Examining different maturity levels
- Leveraging a framework to assess maturity
- Considering the current state of project and portfolio management
- Defining the to-be state
- Analyzing the gap between the current and to-be state

#### PLANNING FOR SUCCESS

- Constructing an approach for each maturity criterion by selecting the right combination
- Establishing PMO responsibilities within the organization
- Developing a roadmap to mature the PMO

#### STANDARDIZING AND AUTOMATING PROJECT MANAGEMENT PROCESSES

#### PLANNING FOR STANDARDIZED PROCESSES

- Recognizing the benefits of standardization
- Building/updating processes for your environment
- Developing standard document templates

#### LEVERAGING PROJECT PORTFOLIO MANAGEMENT (PPM)

- Bridging "doing the right projects" with "doing the project right"
- Researching, recommending and selecting the right PPM tool/features
- Linking project management and portfolio management with a PPM tool
- Centralizing resource and capacity management
- Connecting PPM with a financial management system

#### IMPLEMENTING A CONTENT REPOSITORY

- Establishing standards for storing all project content
- Automating collaborative processes with tools
- Housing PMO content for project and portfolio managers
- Benefiting from integrating the PPM

#### MANAGING PROJECT TRAINING AND SUPPORT

#### SUPPORTING PROJECT MANAGEMENT

- Balancing project staffing and career development
- Structuring project knowledge management

### **PROVIDING THE APPROPRIATE LEVEL OF MENTORING**

- Mentoring and coaching project managers' skill development
- Building strong project / portfolio management competencies
- Performing independent project audits to encourage growth and learning
- Providing project recovery assistance to meet goals

### **APPLYING PERFORMANCE MEASURES**

#### **ANALYZING PORTFOLIO AND PROJECT PROGRESS**

- Defining Key Performance Indicators (KPI)
- Incorporating Earned Value Management (EVM) to KPI
- Measuring project costs and benefits against the plan
- Establishing KPI roles and responsibilities

#### **REPORTING PROGRESS**

- Collecting and reporting on exceptions
- Assessing current at-risk projects / portfolios
- Providing leadership with performance reports

### **ENSURING PROPER GOVERNANCE**

#### **SELECTING AND IMPLEMENTING A GOVERNANCE MODEL**

- Defining governance roles and responsibilities
- Providing guidance and control

#### **STRUCTURING AND DEVELOPING PMO ROLES AND RESPONSIBILITIES**

- Validating compliance to standards and regulations
- Ensuring the "projects are done right"
- Facilitating project portfolio management
- Promoting and funding for the next project phase

#### **IMPLEMENTING CHANGE AND CONTINUOUS IMPROVEMENT**

- Rolling out controlled change for positive adoption
- Fostering project management image and culture
- Evolving the PMO maturity framework
- Incorporating best practices
- Conducting and implementing lessons learned