

## **Creating a Project Management Office**

### **Course Summary**

#### **Description**

This course is designed for senior managers of organizations who have a need to centralize the support and monitoring of a significant number of important projects.

#### **Objectives**

At the end of this course, students will be able to:

- Understand the role and function of a PMO
- Assess the need for a PMO
- Understand the criteria for locating the PMO within the organization
- Understand the criteria for determining the level of the PMO manager
- Structure a project to establish a PMO

#### **Topics**

- Introduction
- Potential Functions of the PMO
- Assessing the Need for a PMO
- Organizational Location and Reporting Relationships of the PMO
- The PMO Manager
- Phases of Establishing a PMO
- Conclusions

#### **Audience**

This course is designed for senior managers.

#### **Duration**

One day

## **Creating a Project Management Office**

### **Course Outline**

#### **I. Introduction**

- A. Model for establishing effective project management
- B. The PMO defined

#### **II. Potential Functions of the PMO**

- A. Management of the project environment
- B. Core pool of project managers
- C. Career development guidance
- D. PM policy
- E. Development
- F. Project information
- G. Project information management
- H. Project review committee secretariat
- I. Project archives
- J. Custodian
- K. Project support
- L. Project support staff pool
- M. Selection, development and maintenance of PM
- N. Methodology,
- O. Procedures, processes, systems and tools

#### **III. Assessing the Need for a PMO**

- A. Determining the organization's project management maturity
- B. Determining the organization's goals for a
- C. PMO

#### **IV. Organizational Location and Reporting Relationships of the PMO**

- A. The ideal structure
- B. The project review committee and its role
- C. Variations of the corporate PMO structure

#### **V. The PMO Manager**

- A. Level
- B. Qualifications
- C. Discussion group/workshop

#### **VI. Phases of Establishing a PMO**

- A. Establishing a PMO: A project
- B. Corporate impact of PMO project
- C. High level WBS for project
- D. Key issues in setting up a PMO project