

Course Overview

The Challenge

You want to take action to make your projects more routinely successful, and you understand that a Project Management Office (PMO) may be just what you need. But PMO implementation seems to be a risky business. They have a reputation for either working very, very well, or ending in a very bad way. You're not sure you want to take the risk. Is there anything you can do to ensure that your PMO will be one of the good ones?

The Solution

The PMO can be one of the most important investments that your organization has ever made. An effective PMO can generate an 80% ROI, reduce project cycle time by 20%, and increase successful project delivery by over 30%. Designing your PMO to maintain a sustained focus on delivery of Business Value is key to reaching that level of performance.

Design and Implementation of the Next Generation PMO gives you the tips, tools and techniques that can bring you to that level of performance and more. In addition, you leave with part of the work done.

Exercises lead students to begin development of a PMO Charter and a PMO project plan, both of which are critical to the successful implementation of a Value---Focused PMO. The format of this course is truly multimodal, with a mixture of exercises, group discussions, individual discovery and lecture. Every student receives a set of useful PMO templates.

Topics covered during this course include:

- PMO fundamentals
- What "Value---Focused" means
- PMO benefits and challenges
- Types of PMO organizations
- Choosing your PMO's primary functions
- Assigning roles and responsibilities
- PMO design and implementation
- Reporting on PMO value delivery
- PMO governance

Who Should Attend?

This course will be especially valuable to anyone responsible for PMO startup and development, including PMO directors and staff, managers with PMO responsibility, and any executive who is thinking about using a PMO to improve project results.

Prerequisites

This course assumes that participants have some familiarity with general project management concepts.

Course Information

- **Duration:** 2 days.

- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
 - PMP®-certified instruction
 - Comprehensive Student Guide
 - A set of high quality Project Management templates
 - Certificate of Participation

Course Outline

Day 1

- Definition and characteristics of a PMO
- What is a “Value-Focused” PMO?
- Benefits of the PMO
- Four PMO models
- Typical PMO functions
- PMO challenges
- Keeping the focus on delivery of Business Value
- Establishing the PMO
- The PMO project
- Governance

Day 2

- Process definition and assimilation
- Tools for the PMO
- PMO as Change Agent
- Demonstrating PMO value
- Do’s and Don’ts of PMO implementation
- Defining and managing a value-based project portfolio
- PMO reporting and oversight
- PMO risk management
- Project performance metrics
- PMO performance metrics
- Maintaining and archiving PMO asset

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in all of your future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why Should I Take This Course?

- This course puts the emphasis on delivery of Business Value, which is critical to PMO success
- We will present you with critical DOs and DON’Ts that ensure successful PMO startup.
- You will actually begin the work of PMO definition.
- If you are new to the PMO concept, the exercises in this course can provide insights into important techniques for obtaining buy-in to your PMO.
- All participants take home a set of tools and techniques to help them deal with all aspects of PMO planning and execution.
- Take this course and learn how to avoid many of the problems that PMO managers most often encounter.

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