



Creating a Project Management Office

Who should attend this seminar

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

What you will learn

- The role and function of a PMO
- How to assess the need for a PMO
- The criteria for locating the PMO within the organization
- The criteria for determining the level of the PMO manager
- How to structure a project to establish a PMO

Seminar format

- One day with workshops, discussion and lecture

Seminar take-aways

- Complete seminar manual with all visual aids
- On-line and telephone support for past seminar participants
- Certificate of completion with 7 Professional Development Units

Seminar Outline

Introduction

Model for establishing effective project management – The PMO defined

Potential Functions of the PMO

Management of the project environment: *Core pool of project managers – Career development guidance – PM policy development – Project information: Project information management – Project review committee secretariat – Project archives custodian – Project support: Project support staff pool – Selection, development and maintenance of PM – Methodology, procedures, processes, systems and tools*

Assessing the Need for a PMO

Determining the organization's project management maturity – Determining the organization's goals for a PMO

Organizational Location and Reporting Relationships of the PMO

The ideal structure – The project review committee and its role – Variations of the corporate PMO structure

The PMO Manager

Level – Qualifications – Discussion group/workshop

Phases of Establishing a PMO

Establishing a PMO: A project – Corporate impact of PMO project – High level WBS for project – Key issues in setting up a PMO project

Conclusions