



PMP085

PMP Program:

Planning and Implementing Project Management Office (PMO)

Course Introduction:

Over the last few years, the relevance of PMO in the organization has grown tremendously because PMOs have increased the project success rates and made project delivery more standardized and predictable. The PMOs are evolving with time and the PMO maturity level has been increasing.

It is believed that "organizations, who establish standards for project management, including a PMO with suitable governance, will experience half the major project cost overruns, delays, and cancellations of those that fail to do so"- *Gartner 2010 Survey*

This course shows you how PMOs are established in organizations and how to overcome barriers of implementing them.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Relate organizational strategy to project framework
- Appreciate the benefits of establishing a Project Management Office (PMO) in the organization
- Understand how PMOs are setup
- Differentiate between the different types of PMOs
- Determine the appropriate PMO structure for the organization
- Recognize and overcome barriers related to PMO implementation

Who Should Attend?

This course is intended for PMO directors and managers, project sponsors, senior PM practitioners, PMO staff, managers of PMs, functional managers, PMs and professionals who want to start their careers with PMO, and others involved in establishing PMOs.

Course Outline:

Day 1:

Project Management Framework & Introduction

- Overview of Project Management
- Project Management Context
- Areas of Expertise needed by the Project Team
- Role of the Project Manager
- Project Life Cycle
- Organizational Cultures and Structures
- Project Governance

- Project Management Process Groups and Knowledge Areas

Day 2:

Enterprise Project Management

- Enterprise Project Management Model
- Project Management Maturity Levels

Introduction to Project Management Office

- What is a PMO?
- Why are PMOs increasing?
- Key Benefits of a PMO
- PMO Functions/ Roles

Day 3:

Introduction to Project Management Office (cont'd)

- PMO Framework
- PMO- Governance
- Types of PMO
- PMO Model
- PMO Success Factors
- Challenges of PMOs

Day 4:

PMO Development Roadmap

- Requirements to consider before starting
- PMO Establishment Strategy

Initiating & Planning a PMO

- Gaining Stakeholder Buy-in
- Creating PMO Charter

Implementing a PMO

- Dimensions of Implementing a PMO
- How to implement a PMO successfully

Day 5:

Managing a PMO

- PMO monitoring Model
- Measuring the Value of PMO

- PMO Value Scale
- PMO Competency Continuum
- PMO Best Practices

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session