



The Bates advantage

- Over 30 years of experience in Canada and USA
- Registered Education Provider and Global Charter Member of PMI
- 25,000+ Bates trained & certified project managers world wide
- 130+ certified associates
- Experience translated into high quality deliveries
- Continuous R & D to upgrade products and services
- Bates Project Management Methodology™
- Clientele across various industry verticals and horizontals



 **BATES**
Project Management Inc.



Bates Project Management

Creating a Project Management Office

Who should attend this course?

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.

Course Objectives and Highlights

- 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

Course Duration and Structure

- One day with Workshops, Discussions and Lectures

Course Inclusions

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

Course Outline

1. Introduction

- a) Model for establishing effective project management
- b) The PMO defined

2. Potential Functions of the PMO

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

3. Assessing the Need for a PMO

- a) Determining the organization's project management maturity
- b) Determining the organization's goals for a PMO

4. 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

5. The PMO Manager

- a) Level b) Qualifications c) Discussion group/workshop

6. 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