



# 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**