



# Techniques for Creating and Implementing a Project Management Office (PMO) - Two-Day Seminar

Program Number: ADPMO9 / PDUs: 12

## DAY 1

### 1.0 Introduction

- Seminar member introduction and overview of course material
- Review course Learning Objectives

### 2.0 PMO Terminology

- Learn the PMO terminology
- Learn the purpose of a PMO
- Learn the Benefits of establishing a PMO
- Key factors for PMO success
- Learn how to facilitate stakeholder buy-in for the PMO

### 3.0 Defining the Project Management Office

Learn how to

- Define the purpose of a project office
- Identify benefits of a project office
- Recognize different project office models
- Define the services that a project office may perform

### 4.0 Building the Business Case for the PMO

Learn how to:

- Build a business case for setting up a project office
- Identify an approach to enable project management capability in an organization

*Group Exercise Building a Business Case*

### 5.0 Developing the Business Plan

- Learn how to develop a solid business plan for the establishment and continuation of a project office that includes:
  - Scope
- Group Exercise Determining Scope
  - Organization
- Group Exercise Defining the Organization
  - Related organizations

### Course Objectives:

The participants will gain a clear understanding of techniques for creating and implementing a Project Management Office (PMO) for their organization.

### Learn How to:

- Understanding the PMO Terminology
- Identifying project office models and services
- Assessing the current organizational structure
- Determining the correct PMO structure for your organization
- Building a business case to support the establishment and continuation of a project office
- Identifying project office services needed by your organization
- Determining the PMO functions needs based on project management support requirements
- Recognizing and overcoming barriers related to PMO setup
- Translating requirements for PMO functionality into distinct roles and responsibilities of PMO staff members
- Developing a plan to implement or manage a project office
- Creating preliminary PMO setup plans
- Defining project office roles and responsibilities
- Designing a project office organization that is tailored to your environment

## DAY 2

### 5.0 Developing the Business Plan (Continued)



- Group Exercise Identifying Related Organizations
  - Work Breakdown Structure (WBS)
- Group Exercise Developing the Work Breakdown Structure (WBS)
  - Resource requirements
- Group Exercise Resource Requirements
  - Plan summary
  - Approval
- Group Exercise Obtaining Approvals

## 6.0 Executing the Plan

- Learn how to identify an approach for successful implementation of the project office
- Learn how to design a customized execution plan for your organization
  - Group Exercise Implementing the Project Office*

## 7.0 Keeping your PMO Successful

- Learn how to keep your PMO functioning to its top abilities
- Learn how to keep your PMO useful to your organization