

Course: The Basics of Establishing A PMO**ID:** 1384-PMO01**PDU**s 14**Course Length:** 2 Days

Course Description: This two-day intensive course offers participants a practical approach to determining if a Project Management Office is the right solution, which type of PMO is best, how to implement a PMO and how to manage a PMO successfully. This course is best suited for experienced project managers interested in managing multiple projects as a program or portfolio. Where possible, PMI PMP certification is recommended prior to taking this course.

Course Objectives:

- Learn the basic tests for PMO fit
- Develop critical PMO management skills
- Define the basic processes required to establish and run a PMO

Target Audience: Experienced project managers and executives interested in establishing or leading a PMO.

Prerequisites: None

Provided Material:

- Course Binder
- Dimensions of Leadership Profile
- The Strategic Project Office (*Book*)

Key Course Topics:

- Project, Program or Portfolio – What is the difference?
- Defining the PMO
 - What is a PMO?
 - What functions should the PMO serve?
 - What are the objectives of a PMO?
 - What are the risks of implementing a PMO?
- The role of leadership in a successful PMO
- Vanilla, Strawberry or Chocolate – What flavor of PMO tastes best
 - What Choices exist in Project Management Offices?
 - What are the standards for a PMO?
 - PMO management best practices
 - Business specific implications to a PMI
- Is your organization right for a PMO?
 - Establishing success criteria
 - Defining the ROI
 - Knowing when to cut your losses
 - Objective tests for the PMO
- Creating the proper balance between doing project work and managing policies
- Learning to leverage the organization for success
- Using the PMO to drive process & project performance
 - Using the PMO to establish process
 - Establishing the right metrics
 - When projects and process are at odds
- The role of organizational politics and power on the PMO
- Tools and technology for successfully implementing a PMO
- Building a high performance PMO
- The Library of Alexandria – The PMO as your key to wisdom & future trends



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