Course Title: Building & Evolving a Project Management Office (PMO)	**Course Duration**: 3.0 Days
Exam: Not Included	**Exam Type**: No Exam
Qualification: Building & Evolving a Project Management Office (PMO) Certificate	

Course Syllabus

Our Building & Evolving a Project Management Office (PMO) training course will cover the following modules:

Module 1: Identifying the Value of a PMO

- Why you need a Project Management Office (PMO)
- Developing a PMO vision statement
- Creating a PMO charter

Module 2: Building a Case for PMO

Benchmarking PMO maturity

- Examining different maturity levels
- Leveraging a framework to assess maturity
- Considering the current state of project and portfolio management
- Defining the to-be state
- Analysing the gap between the current and to-be state

Planning for success

- Constructing an approach for each maturity criterion by selecting the right combination
- Establishing PMO responsibilities within the organisation
- Developing a roadmap to mature the PMO

Module 3: Standardising and Automating Project Management Processes

Planning for standardised processes

- Recognising the benefits of standardisation
- Building/updating processes for your environment
- Developing standard document templates

Leveraging Project Portfolio Management (PPM)

- Bridging "doing the right projects" with "doing the project right"
- Researching, recommending and selecting the right PPM tool/features
- Linking project management and portfolio management with a PPM tool
- Centralising resource and capacity management
- Connecting PPM with a financial management system

Implementing a content repository

- Establishing standards for storing all project content
- Automating collaborative processes with tools
- Housing PMO content for project and portfolio managers
- Benefiting from integrating the PPM

Module 4: Managing Project Training and Support

Supporting project management

- Balancing project staffing and career development
- Structuring project knowledge management

Providing the appropriate level of mentoring

- Mentoring and coaching project managers' skill development
- Building strong project / portfolio management competencies
- Performing independent project audits to encourage growth and learning
- Providing project recovery assistance to meet goals

Module 5: Applying Performance Measures

Analysing portfolio and project progress

- Defining Key Performance Indicators (KPI)
- Incorporating Earned Value Management (EVM) to KPI
- Measuring project costs and benefits against the plan
- Establishing KPI roles and responsibilities

Reporting progress

- Collecting and reporting on exceptions
- Assessing current at-risk projects / portfolios
- Providing leadership with performance reports

Module 6: Ensuring Proper Governance

Selecting and implementing a governance model

- Defining governance roles and responsibilities
- Providing guidance and control

Structuring and developing PMO roles and responsibilities

- Validating compliance to standards and regulations
- Ensuring the "projects are done right"
- Facilitating project portfolio management
- Promoting and funding for the next project phase

Module 7: Implementing Change and Continuous Improvement

- Rolling out controlled change for positive adoption
- Fostering project management image and culture
- Evolving the PMO maturity framework
- Incorporating best practices

- Conducting and implementing lessons learned

Course Overview

Our three-day Building & Evolving a Project Management Office (PMO) training course will provide you with the skills and competencies needed to structure a PMO — including how to analyse portfolio and project success, implement a governance model, and conduct and apply lessons learned. In addition, you learn how to standardise project management methodologies, processes and templates.

A PMO will provide a means of centralisation, standardisation, and more significant project oversight within your organisation. Attend this course and gain the skills to enhance alignment of project management with portfolio management and evolve PMO maturity through continuous improvement.

Course Learning Outcomes

Our Building & Evolving a Project Management Office (PMO) training course will teach you how to:

- Develop a vision and charter of a Project Management Office (PMO)
- Evolve a PMO to improve project success
- Automate processes in Project Portfolio Management tools
- Enhance alignment of project management with portfolio management
- Evolve PMO maturity through continuous improvement

Audience

Our Building & Evolving a Project Management Office (PMO) training course will benefit several individuals and organisations with prior experience in PMO. Including but not limited to:

- Project Managers
- PMO Leaders
- Business Analysts
- Executives and Leaders
- Team Members
- Consultants
- Entrepreneurs and Small Business Owners
- HR Professionals
- Professionals in IT and Technology

Entry-Level Requirements

Our Building & Evolving a Project Management Office (PMO) training course requires attendees to have prior project management experience at the level of:

- Complex Project Management Training course.
- Software Project Management Training course.

Recommended Reading

There is no recommended reading for our Building & Evolving a Project Management Office (PMO) training course.

What's Included

Our Building & Evolving a Project Management Office (PMO) training course includes the following:

- 3-day instructor-led training course
- One-on-one after-course instructor coaching
- After-course computing sandbox
- Pre-reading
- Course Manuel
- Quizzes
- Exercises

Exam Information

There is no formal examination for our Building & Evolving a Project Management Office (PMO) training course.

What's Next

You might enjoy our two-day Introduction To Project Management training course.

Our Introduction To Project Management training course provides you with the fundamental knowledge and skills to successfully lead a project from beginning to end. You will gain hands-on project experience through a simulated project case study. This course introduces best-practice techniques and a project management skill set that can immediately improve your project management performance back on the job.

As a Project Manager you would facilitate the execution of a project, from planning and development to managing teams and stakeholders and managing time, scope, and budget. In addition, the project manager is responsible for the project's success (or failure), and success in project management depends on having a solid foundation in project management principles and practices.

Additional Information

Our Building & Evolving a Project Management Office (PMO) training course offers several benefits to individuals and organisations including but not limited to:

- **Improved Project Success:** Understanding how to establish and evolve a PMO can significantly improve the success rates of projects within an organisation.
- **Strategic Alignment**: PMOs ensure that projects are aligned with an organisation's strategic goals and objectives.
- **Enhanced Project Efficiency**: By implementing best practices and standardised processes, a PMO can help organisations streamline project management, reduce duplication of effort, and eliminate unnecessary tasks.
- **Better Resource Allocation**: Learning how to manage resources effectively through a PMO can lead to optimised resource allocation, reduced project delays, and improved utilisation of talent.
- **Increased Accountability**: PMOs establish clear roles and responsibilities, promoting accountability among project stakeholders and teams.
- **Consistent Reporting and Metrics**: PMOs enable the consistent tracking and reporting of project performance using key performance indicators (KPIs), providing insights for decision-making.
- **Career Advancement**: Individuals who learn about PMOs and gain expertise in their establishment and management can advance their careers in project management, business analysis, or leadership roles.

- **Competitive Advantage**: Organisations with well-established PMOs tend to be more competitive, as they can deliver projects more efficiently and effectively than their peers
- **Organisational Maturity**: Implementing a PMO can contribute to organisational maturity, making it more adaptable, resilient, and capable of handling complex projects and challenges.