LEADING A SUCCESSFUL PMO (PROJECT MANAGEMENT OFFICE) COURSE

Course breakdown:

Leading Successful PMO's, is a course to maximising project success through a Project Management Office (PMO). Building and leading an effective PMO is a complex process. Sean Hay outlines the basics of setting up a PMO and clearly explains how to ensure it will do exactly what you need it to do - the right things, in the right way, in the right order, with the right team!

Many organisations profit hugely by utilising a Project Management Office (PMO), it means they achieve benefits from standardising and following project management policies, processes, and methods. However, building an effective PMO is a complex process; it requires clear vision and strong leadership so that over time, it will become the source for guidance, documentation, and metrics related to the practices involved in managing and implementing projects. "Leading Successful PMOs" is a course for all project based organisations, and project managers and executives who contribute to and benefit from a PMO, towards maximising their business value/benefits such as ROI (return on investment) and project success. In it, Sean Hay outlines the basics of setting up a PMO and clearly explains how to ensure it will do exactly what you need it to do - the right things, in the right way, in the right order, with the right team.

Questions and Statements:

- What services does your PMO (Project Management Office) give?
- What value is your PMO adding to your business?
- What value is your PMO adding to your projects?
- Is your PMO increasing the efficiency at which projects are delivered?
- Is your PMO increasing process success?
- Is your PMO measuring business benefits after projects are delivered?
- Is your PMO providing centralised reporting?
- Is your PMO providing the correct governance at the correct time to ensure improved project success?
- Does everyone in your organisation know what to expect from a PMO?

The successful PMO (Project Management Office):

- **A PMO (Project Management Office) or Project Office is:**
  - A Project Management Office (PMO) is a group or department within a business, agency or enterprise that defines and maintains standards for project management within the organisation. The PMO strives to standardise and introduce economies of repetition in the execution of projects. The PMO is the source of documentation, guidance and metrics on the practice of project management and execution. In some organisations this is known as the Program Management Office (sometimes abbreviated to PgMO to differentiate); the subtle difference is that program management relates to governing the management of several related projects.

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**Fix up PMO's | Optimise PMO's | Restructure PMO's | Rescue PMO's | Implementation and set-up of PMO's |
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- o Traditional PMOs base project management principles on industry-standard methodologies such as PMBOK or PRINCE2.
- **PMO Performance**
  - o According to the Standish CHAOS Report (2009), 68% of software projects do not meet time/cost/scope targets. Only 32% of projects were completed on time, within budget and delivered measurable business and stakeholder benefits.
  - o There are many reasons for such failures. As per a PwC survey [2] of 1,524 organisations, inadequate project estimating and planning constitutes 30% of project failures, lack of executive sponsorship constitutes 16% and poorly defined goals and objectives constitutes 12%. It also found that using established project management approaches increased success as measured by a project's key performance indicators of quality, scope, schedule, budgets and benefits. The survey indicates that operating an established PMO is one of the top three reasons that drive successful project delivery.
- **PMO Functions**
  - o PMO's may take other functions beyond standards and methodology, and participate in Strategic project management either as facilitator or actively as owner of the Portfolio Management process. Tasks may include monitoring and reporting on active projects and portfolios (following up project until completion), and reporting progress to top management for strategic decisions on what projects to continue or cancel.
- **PMO Types**
  - o A PMO can be one of three types from an organisational exposure perspective:
    - Enterprise PMO,
    - Organisational (departmental) PMO, or
    - Special–purpose PMO.
  - o The Project Management Institute (PMI) Program Management Office Community of Practice (CoP), describes the PMO as a strategic driver for organisational excellence, which seeks to enhance the practices of execution management, organisational governance, and strategic change leadership.

In this course you will learn:

- What a PMO is and how it should work.
- How to run a successful PMO.
- How to start and implement a PMO.
- How to increase project success through a PMO.
- How strategy delivery, business case management, portfolio and programme management and project success are all integrated to or through a PMO.

Course Topics:

1. Corporate Budgeting and Strategy.
2. Corporate Process & Structuring.
3. Portfolio & Programme Management.
4. Business Case Management.
5. Project Fundamentals & Administration.
6. Organisational Change Management.
7. Change control.
8. Financial Management / Cost Control.

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9. Risk Management.
10. Delivery Focus.
11. Pipeline Management.
12. Resource Management.
13. What is a PMO?
14. What is a PMO Manager?
15. How to start a PMO.
16. What is PMO Management?
17. Who should be a PMO Manager?
18. PMO Manager skills and competencies.
19. What is the purpose of a PMO?
20. What makes a PMO successful?
21. Being a successful PMO leader.
22. PMO performance and measurement.
23. PMO functions.
24. Types of PMO's.
25. PMO support services.
26. Staffing a PMO.
27. Structuring a PMO.
28. PMO Software.
29. PMO Governance.
30. PMO Processes.
31. PMO implementation steps.
32. Fixing a PMO.
33. Taking a PMO from good to great.
34. PMO best practices.
35. Top 5 reasons PMO's fail.
36. Why PMO's fail.
37. History of PMO's.
38. PMO fundamentals.
39. PMO executive support.
40. PMO expectations.
41. PMO models.
42. Choosing the right PMO model.
43. PMO maturity model.
44. PMO service offerings.
45. PMO training and education.
46. PMO mentoring programme.
47. Portfolio/Programme Management in a PMO.
48. PMO templates.
49. PMO reporting.
50. Project Management.
51. Methodologies.
52. Project methodologies.
53. Project Processes.
54. PMO standards.

Summary of your trainer Sean Hay:

- Experience:

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- o   First networking project – 1995 Consol plastics Durban.
  - o   First large Corporate project – 1999 Toyota MES System and year 2000.
  - o   Anglo Vaal mining – Master systems planning – 2002.
  - o   Derivco/Microgaming – PMO implementation, project software implementation and various online gambling projects – 2004.
  - o   New production lines – 2007 VW and Toyota.
  - o   Liberty Properties – Soccer 2012.
  - o   Plus many other projects & customers.
- Qualifications:
  - o   Master's Degree Project Management.
  - o   PMP (Project Management Professional) Trainer (Cheetah Learning USA).
  - o   Project Management Professional.
  - o   Prince 2 Practitioner.
  - o   National Diploma Management.
  - o   Diploma Business Analysis.
  - o   MCSE+i.
  - o   60+ other certificates.

Leading a successful PMO Course is intended for:

- Executives.
- Managers.
- Anyone involved in the budgeting, capex or tender process.
- PMO staff.
- Project Managers.
- Business Analysts.
- Project Staff.

Course Duration:

- 2 Days.

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