

Project Management Office (PMO)

Description

Training **main goals:**

- Presentation of methods for assessing current project management capabilities in an organization.
- Providing ways to determine the necessary PMO functions, based on the needs of the organization.
- Presenting the best techniques and tools necessary to create or improve the Project Management Office.
- Walking through the challenges of implementing a PMO in an organization and how to plan responses to them.
- Presenting the individual steps of the PMO implementation plan for the organization.

To whom do we recommend the training Project Management Office (PMO)?

- experienced project managers,
- senior management,
- members of the Management Boards,
- people responsible for creating and developing PMO in the organization,
- employees interested in improving the existing PMO.

Training program:

1. Review of key PMO concepts – application, necessary definitions
2. PMO life cycle in an organization
3. The most common causes of PMO failure
4. Critical factors for PMO success
5. Steps to establish a PMO
6. Challenges related to implementing PMO in an organization and developing responses to them

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7. Developing a vision, mission and list of goals for the PMO in the organization
 8. Discuss the necessary functions and structure of the PMO based on the needs of the organization.
 9. PMO implementation plan for the organization
 10. Project charter and PMO implementation schedule
 11. Key roles and responsibilities of the PMO
 12. Review of project management methods – strengths and weaknesses
 13. Processes and procedures developed by the PMO
 14. Creating a framework for the development of design competences
 15. Defining KPIs to measure PMO maturity
 16. Basic elements of knowledge management
 17. Learning concept before, during and after
 18. Types of post-project reviews
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Participants after completing the training:

- They have the necessary knowledge to implement PMO in the organization,
- They know how to adapt the PMO structure to the individual needs of the organization,
- They are able to develop a project management culture in the organization and optimize the resources involved in their implementation.