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Design and Implementation of the Value-Focused PMO

An effective PMO can generate an 80% ROI, reduce project cycle time by 20%, and increase successful project delivery by over 30%. Designing your PMO to maintain a sustained focus on delivery of Business Value is key to reaching that level of performance. This course gives you the tips, tools and techniques that can bring you to that level of performance and more. In addition, you leave with part of the work done. Exercises lead participants to begin development of a PMO Charter and a PMO project plan, both of which are critical to the successful implementation of a Value-Focused PMO. Topics include:

- PMO fundamentals
- What "Value-Focused PMO" means
- PMO benefits and challenges
- Types of PMO organizations
- Choosing your PMO's primary functions
- Assigning roles and responsibilities
- PMO design and implementation
- Reporting on PMO value delivery
- PMO governance

Who should attend

This course is especially valuable to anyone responsible for PMO startup and development, including PMO directors and staff, managers with PMO responsibility, and any executive who is thinking about using a PMO to improve project results.

Prerequisites

This course assumes that participants have some familiarity with general project management concepts.

Class Information

- **Course I.D. Number:** 3310   **Typical class size**: 6 to 20 attendees
- **Duration**: 2 days   **Delivery**: Virtual or onsite
- **Participants receive:**
  - PMP®-certified instructor
  - Comprehensive Participant Guide
  - 14 PDUs (Technical: 8   Leadership: 4   Strategic: 2)
  - PM and PMO templates
  - Certificate of Participation

Why should I take this course?

- This course puts the emphasis on delivery of Business Value, which is critical to PMO success
- We will present you with critical DOs and DON'Ts that ensure successful PMO startup.
- You will actually begin the work of PMO definition.
- If you are new to the PMO concept, the exercises in this course can provide insights into important techniques for obtaining buy-in to your PMO.
- Take this course and learn how to avoid many of the problems that PMO managers most often encounter.

Course Outline

Day 1

- Definition and characteristics of a PMO
- What is a "Value-Focused" PMO?
- Benefits of the PMO
- Four PMO models
- Typical PMO functions
- PMO challenges
- Keeping the focus on delivery of Business Value
- Establishing the PMO
- Managing PMO implementation is a program
- PMO Governance

Day 2

- PMO process definition and assimilation
- Tools for the PMO
- PMO as Change Agent
- Demonstrating PMO value
- Do's and Don'ts of PMO implementation
- Defining and managing a value-based project portfolio
- PMO reporting and oversight
- PMO risk management
- Project performance metrics
- PMO performance metrics
- Maintaining and archiving PMO assets

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in all of your future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Participant Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Licensing

Use this courseware to teach your students!

This course is available under license to qualified Training Providers. Courseware materials include:

- Instructor slides
- Instructor manual with timing guide
- Printed participant guide
- Train the Trainer instruction
- Written for classroom or virtual delivery

For more information, see **Courseware-On-Demand** or **Contact Us**