

## SETUP A HIGH-PERFORMANCE PROJECT MANAGEMENT OFFICE (PMO)

**Course Code:** MA209

**Duration:** 1 day

**Credits:** 7 PDUs

### Course Description

In this comprehensive one-day course, attendees will learn the essentials to setup a high-performing Project Management Office (PMO) based on fundamental best-practices. Participants will be exposed to the various supported PMO organizational structures, associated functional services, and key setup activities to establish and maintain a high-performing PMO to improve project performance based on the latest PMI® standards and PMO Specific Interest Group (PMOSIG) findings. Individual exercises combined with interactive group discussions will guide participants through a comprehensive best-practiced methodology to setup a high-performing PMO.

### Target Audience

Individuals who will benefit from this course include project/program/portfolio managers, senior project team leaders/members, managers, directors, sponsors and any other stakeholders working in a project environment.

### Course Objectives

Guide the successful setup of a Project Management Office (PMO) to support and promote project management competency development, standardization, project performance and alignment to corporate strategic plans.

### Course Outline

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#### Module 1: PMO Fundamentals

- PMO terminology and concepts
- PMO-related standards/group
- PMO success and failure factors
- PMO benefits and challenges

#### Module 2: PMO Organization

- PMO models and authority levels
- PMO value and justification
- PMO roles and responsibilities
- PMO metrics and levels

#### Module 3: PMO Functional Services

- PMO functional service prioritization
- Monitor/controlling project performance
- PM competencies/methods development
- Multi-project management
- Strategic management
- Center of Excellence (CoE)

#### Module 4: PMO Setup

- PMO charter
- PMO high-performance characteristics
- PMO performance reporting and assessment