

# *The PMO: Developing and Leading the Project Delivery Organization*

## **Course Outline**

Course Duration: 2 Days

PDUs or Project Management Education Contact Hours: 14

### **I. Definition and Characteristics of a PMO**

- What is a PMO?
- Benefits of the PMO
- Four PMO models
- Typical PMO functions
- PMO Challenges
- Next Gen PMO

### **II. Establishing the PMO**

- The PMO Project
- Do's and Don'ts of PMO Implementation
- Governance
- Obtaining Stakeholder Buy-In
- PMO Charter and Project Plan

### **III. Process Definition and Assimilation**

- PMO as Change Agent
- Tools for the PMO: templates, risk assessment
- Project Stewardship
- Demonstrating PMO value

### **IV. Managing the Projects Portfolio**

- Planning, Reporting, and Oversight (Schedule, Budget, Scope)
- PMO Risk Management
- Project performance metrics

### **V. Maintaining and Archiving PMO Assets**