

PROJECT AND PROGRAM MANAGEMENT OFFICE (PMO)

INTRODUCTION

As the role of project management in the modern organization has grown, many organizations have identified a need to formalize the practice of project management and to develop centers of coordination and excellence for project management.

A Project or Program Management Office (PMO) is often viewed as a vehicle to achieve coordination, standardization, optimization, and management of the practice of project management. Although the concept of a PMO is appealing, many organizations often struggle with both the strategic and the practical aspects of establishing and managing a PMO.

PRESENTER

Dr. Jamal F. AlBahar, PMP, AVS

Registered Arbitrator Dubai, U.A.E. and Kuwait
Risk Management Specialist

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President, PROMIS- Project Management Engineering Systems

Dr. Al Bahar, is a regional expert in project management applications and a well recognized consultant in construction contracts and claims analysis. Dr. AlBahar is a frequent regional and international speaker on subjects related to project management, construction contracts, tendering procedures, claims analysis/evaluation, arbitration, and value engineering. Dr. AlBahar has conducted over 500 public and in-house training courses in the last 25 years on subjects related to contracts, claims analysis and pricing, project management, value engineering, budgeting and cost estimating, and effective project administrative procedures. Dr. AlBahar is a registered arbitrator in Kuwait, Bahrain and the U.A.E.

PROGRAM

DAY ONE

BUILDING THE FOUNDATION

- The Project Management Environment
- The Project / Program Management Office (PMO)
- The PMO Start-Up Roadmap
- Defining and Selling the PMO

DAY TWO

PMO FRAMEWORK

- PMO objectives, services and functions
- PMO types and models
- PMO organization, PMO location within the organization
- PMO marketing to senior management
- Which PMO is right to my organization?
- Real World: business case for implementing a PMO
- Where to get more information
 - Recommended websites, Recommended references (e-books and whitepapers)

DAY THREE

ORGANIZATION MATURITY ASSESSMENT

- Organizational Project Management Maturity Model (OPM³)
- Assessment life cycle
 - Needs (As is) assessment / requirement gathering
 - Organization current state
 - Organization future vision
 - Gap analysis, PMO road map
- PMO roles and responsibilities in the project management maturity assessment
- Discussion of PMI- OPM³ (Organizational Project Management Maturity Module)

DAY FOUR

BUILDING AND IMPLEMENTING THE PMO

- PMO Project Phases (Initiating, Planning, Building, Implementing)

INITIATING

- PMO Vision, Mission, Objective, and PMO Charter

PLANNING

- PMO Scope, PMO WBS, Costing & Schedule
- Real World: PMO 2 years Implementation Plan
- Metrics and Standards, PMO handbook

BUILDING

- PMO essential services:
Standard PM Methodology and PM Processes

TOOLS

- Tools implementation
- Real World: Gartner Magic Quadrant for Project and Portfolio Management

REPORTING

- Executive status reports
- Project and Report Dashboards

PMO ADVANCED SERVICES

- Mentoring and coaching
- Program and Portfolio management
- Project audit and recovery
- Infrastructure management
- Resource recruitment

ESSENTIAL PMO MODELS

- The Strong PMO Model
- The Consulting PMO Model
- The Blended PMP Model
- General Considerations of All Models

CORE OPERATIONAL AREAS OF THE PMO

- The PMO as a Consulting Organization
- The PMO as a Knowledge Organization
- The PMO as a Standards Organization
- Finding the Right Mix

IMPLEMENTING

- PMO Start-Up Roadmap
- PMO Roles, Responsibilities and Organization
- Developing a Detailed Implementation Plan
- Executing the Plan
- Culture and change management
- Key learning, observation, best practices documentation
- Lesson learned document

DAY FIVE

REAPING THE BENEFITS

- Recognizing the Implementation Team
- Introduction of the PMO to the Organization
- Why PMO implementations fail in Organizations?
- What are the critical factors for PMO success?
- How to sustain the PMO value within the Organization?
- Measuring Value
- Reporting to Senior Management
- Implementation Phase Closeout
- Seeking Feedback from the Organization
- Planning for "What's Next"
- The PMO Future Roadmap