BLACKBIRD FOR TRAINING

PMO Key Initiative Full Overview

8 – 12 November 2027
Kigali (Rwanda)



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Introduction

If you are considering the introduction of a Project Management Office PMO for the first time, you may find yourself asking, "Is this really necessary?" and "Another department?" In many organizations, the establishment of a PMO is met with hesitation, as some stakeholders worry that it might slow down project processes. However, the benefits of a PMO are often overlooked, especially in organizations experiencing increased project volume and complexity. The PMO serves as a dedicated office to manage multiple projects, track risks, resolve conflicts, and provide centralized oversight—all responsibilities that senior management and department heads often lack the bandwidth to handle.

This course will provide a PMO overview and equip you with the necessary knowledge and skills to effectively set up and manage a PMO, ensuring its alignment with the organization's strategic goals. You'll also learn how to develop a PMO strategic plan and how to manage its key initiatives for successful project governance.

Course Objectives

By the end of this course, you will be able to:

- Expand your understanding of the PMO meaning and its strategic importance.
- Identify PMO key responsibilities and the roles of a PMO manager.
- Learn how to develop a PMO strategic plan aligned with the business needs.
- Understand the various PMO structures and select the most suitable one for your organization.
- Apply PMO best practices and process improvement techniques to enhance project management efficiency.
- Gain a clear understanding of the PMO project lifecycle.
- Learn how to seek executive approval for your PMO and outline the key questions to answer for a successful PMO implementation.



Course Outlines

Day 1: Who's Who in Project Management and the PMO

- Overview of roles in project management.
- Defining project management and its critical components.
- Understanding the roles of Project/Program Management Office PMO.
- Differentiating PMO roles: management vs. administration.

Day 2: Initiatives

- Financial review and tracking for PMO process improvement.
- Review and tracking methodologies for PMOs.
- Support and domain expertise requirements.
- Managing resources and capabilities effectively.

Day 3: PMO Key Initiative Overview

- The strategic role of the PMO in organizations.
- The Gartner PPM Maturity Model: mapping PMO structures to maturity levels.
- Understanding the structure of a Project Support Office and its role at Level 1.
- The PMO as a centralized control point at Level 2.
- Selecting the right PMO structure for Level 3—Portfolio Offices and Centers of Excellence.
- The role of Best-Practice Councils in government project management at Level 3.

Day 4: PMO Key Initiative Overview

- Selecting the right PMO structures for Level 4.
- Defining the Program Office and the Federated PMO at Level 4.
- The evolution of the True Enterprise Program Management Office at Level 5.
- Mapping between the traditional PMO model and the new PMO maturity model.
- Key recommendations for setting up a successful PMO.

Day 5: 10 Questions You Must Answer to Get Executive Approval for Your PMO

- Why is a PMO the right solution for your organization?
- Analyzing your current state and readiness for a PMO.
- Defining what a PMO is and what's being proposed.
- Understanding the value proposition of a PMO.
- Identifying necessary changes and resource requirements.
- Estimating the cost of implementing a PMO.
- Steps to move forward and ensure successful PMO implementation.
- Commitments and decisions required from stakeholders.



Why Attend this Course: Wins & Losses!

- Gain an In-depth PMO Overview: This course provides you with a comprehensive understanding of PMO definition and the strategic role it plays in optimizing project management across an organization.
- Learn PMO Best Practices: Equip yourself with PMO best practices to enhance project governance, drive process improvements, and effectively manage a project portfolio.
- Develop a Strategic Plan: Master the art of developing a PMO strategic plan that aligns with organizational goals and facilitates better project oversight and execution.
- Master Project Management Governance: Understand project management governance and how it fits within the broader context of PMO responsibilities.
- Get Executive Buy-In: Learn how to secure executive approval for your PMO by addressing key questions and presenting a strong business case.
- Understand the PMO Lifecycle: Gain a solid understanding of the PMO project lifecycle and its continuous improvement processes.

Conclusion

The PMO is essential for organizations seeking to improve project oversight, ensure successful project execution, and achieve strategic goals. By attending this course, you will gain the necessary knowledge and skills to establish and manage an effective Project Management Office PMO. You will understand how to structure a PMO based on your organization's maturity level and how to develop a PMO strategic plan to ensure its success. Additionally, you will be equipped to handle PMO key responsibilities, implement PMO process improvements, and seek executive approval for your PMO.

