1. Course Details:

Course Code : PMIM-005
Course Title : Project Management Office (PMO)
Course Duration : 5 Days

2. Course Overview:

- This Project Management Office (PMO) training course will provide you the skills and competencies needed to structure a PMO including how to analyze portfolio and project success, implement a governance model, and conduct and apply lessons learned. You learn how to standardize project management methodologies, processes and templates.
- PMO course will provide a means of centralization, standardization, and greater project oversight within your organization. Attend this course and gain the skills to enhance alignment of project management with portfolio management and evolve PMO maturity through continuous improvement.

3. Learning Outcomes:

- Relate organizational strategy to project framework
- Develop a business case that outlines Project Management Office (PMO) challenges and opportunities
- Evaluate and increase the project maturity level of the organization
- Create the PMO charter and implement the relevant strategy phases
- Establish a project management methodology and governance
- Assemble the PMO team and establish performance measurements
- Discover the consulting role of PMO in knowledge management

4. Course Contents:

PMO Overview:

- The Function of the PMO
- The PMO and Project Success

Strategic PMO:

- Key roles of the PMO
- Benefits of the PMO
- The link between strategy and projects
- Aligning strategy with projects

- The strategy and projects framework

PMO business case, organization, structure and functions:

- Portfolios, programs and projects
- Developing a strong PMO business case
- Organizational structure for projects
- Types of PMOs
- Functions of the PMO

Maturity and the PMO:

- Defining maturity and capability
- Steps for increasing maturity level
- Baseline maturity assessment
- Project management health check
- Maturity gap analysis steps

PMO planning, preparation and strategy:

- Creating the PMO charter
- Objectives and milestones
- Using gap analysis to set milestones
- Implementation strategy phases
- Measuring success metrics

Establishing a project management methodology:

- Defining project methodology
- Establishing methodology steps
- Elements of methodology
- Methodology quality dimensions
- Governance framework

Human capital and the PMO:

- Key issues in people management
- Staffing the PMO
- Competency identification
- Performance measurement and rewards
- Best practices for people management

Project knowledge management and the PMO:

- Key success factors in knowledge management
- The knowledge management process
- Project closeout and capturing lessons learned
- The knowledge gap in project management
- Measuring and monitoring project performance

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Project Functional Managers
- Project Management Office (PMO) Directors and managers
- Senior Management
- Members of Project Offices
- Individuals Involved in Building and Managing the PMO