

Context

Project Management Office as a solution for a project environment. Good organisations realise that sustainable project and programme management has become the critical success factor of their business. No doubt you too recognise the need for a formal process within which operational and strategic projects are initiated, approved and directed. Moreover, professional project managers need professional support. The Project/Programme/Portfolio Management Office (PMO) is the only real answer.

Our approach

- This course consists of 2 training days.
- The course offers a mix of theoretical underpinnings and practical exercises.
- Each participant should have a project to apply what they have learned to.
- We will work concretely on participants' projects.
- The training provides the opportunity for experience exchange with other participants.
- The learning experience is supported and enhanced by the use of an online learning platform.
- A training certificate can be provided.

What can you expect ?

- You will learn what the real mission and added value of a Project Management Office is.
- You will learn how to take on the role of process and treasurer as a PMO manager.
- You will learn how - through a well-functioning PMO - you optimally control time-to-market, costs, resources and quality.

Why this programme ?

- The change process initiated by the PMO: setting up a PMO and managing it is a major investment in time, resources and people. And although no one doubts the benefits of a PMO (optimal deployment and follow-up of people and resources, faster time-to-market, better service to internal and external customers, drastic increase in the success ratio of your projects, better cost control, ...), its set-up is accompanied by a far-reaching change process right through the organisation.
- The PMO as process and treasure keeper: the PMO functions as the eyes and ears for both the project leader, the steering committee, the internal or external customer and the management. All these stakeholders must be able to assume that they can make the right decisions with the information - provided by the PMO. To this end, the PMO identifies and selects the projects in line with the corporate strategy and facilitates all the necessary preconditions leading to a workable and result-oriented project environment.

Why this programme (continued)?

- Accelerate your time-to-market and manage costs, resources and quality: this training will teach you how to manage your projects in a result-oriented way by setting up a PMO. Not only will this allow you to speed up the time-to-market of your projects, but also improve their quality and reduce the overall cost of your projects. A must for every project manager who wants to ensure the necessary step towards further professionalisation of project management.
- How do you integrate the PMO within your organisation? But when is a PMO needed? What are the various responsibilities of the PMO? And what are they not? Which processes are facilitated and managed by the PMO? How do you set up a PMO? How do you make your PMO operational? What lines of communication and hierarchy do you draw out? In short, how do you integrate the PMO within your organisation?

Programme

- Introduction: setting the scene ... what is what within project management?
 - Projects, programmes and portfolios
 - A project or programme management office
- Module 1: is a project/program management office (PMO) even necessary?
 - Benefits of a PMO
 - What precedes setting up a PMO
 - Accountability of a PMO
- Module 2: PMO and the organisation
 - How can an organisation deal with project-based working
 - What place can a PMO have in this
 - What are possible roles & responsibilities for a PMO
- Module 3: the CRM (Customer Relationship Management) of the PMO
 - Who are the customers
 - What activities are directed towards these customers
 - What do we consider excellent CRM
- Module 4: the PMO's relationship with subcontractors and suppliers
 - The PMO as a channel to quickly "see" where additional resources are needed, given the given project portfolio.
- Module 5: the PMO dwells on communication
 - Communication elements
 - What role does the PMO play in project communication happen
- Module 6: possible functions for the PMO
 - Project governance
 - Project planning and delivery of milestones
 - Project administration
 - Managing project (management) related knowledge and information
 - Project management training
 - Managing project resources (resources)
- Module 7: processes that could potentially be managed by the PMO
 - Selecting projects that can be implemented
 - Monitoring the progress of projects
 - Managing and monitoring programmes
 - Reviews and audits of projects
- Module 8: how do we set up a PMO
 - Pitfalls when starting a PMO
 - Best practices in implementing and rolling out PMO in national & international organisations

Programme (continued)

- Module 9: how to make a PMO operational
 - Integrating a PMO into the standard work consultation process
 - Integrating a PMO through visual management & digital dashboards
 - Continuous improvement inside the PMO
- Module 10: discussion around some practical concepts
 - A PMO business plan
 - A PMO charter
 - A plan to integrate the PMO into the organisation
 - A PMO dashboard with clear metrics / Key Performance Indicators

testimonials

“Interesting content brought in an interactive way.
Good exercises.”

“Very interactive course, with also interaction between
the different participants of the training. Challenging
us with the exercises gave me an extra incentive to do
well.”

“I learned a lot to work with effectively.”

“Good energy, well explained, trainer really fun and
professional. really good balance between seriousness
and fun. The way the training went was perfect. Really
good way to respect our “flow”. She was very flexible
and adapted the training to the audience, which is not
easy.”

“Thanks to the training, I can now use tools to make my
workload/time more efficient.”