

The Project Management Office (PMO)

Day 1

Foundations of PMO

- Introduction to PMO
 - Understanding the PMO: Definition, Importance, and Evolution
 - Types and Functions of PMOs
- The Role of PMO in Organizational Strategy
 - Strategic Alignment as a Key Function of the PMO
 - Aligning PMO Objectives with Organizational Goals
- Governance and Frameworks in PMO
 - Governance Structures for Effective Management
 - Overview of PMO Frameworks (PMBOK, Agile, PRINCE2)

Day 2

Planning and Implementing a PMO

- Designing a PMO
 - Steps in Setting Up a PMO
 - Tailoring the PMO to Organizational Needs
- Tools and Techniques for PMO Success
 - Essential PMO Tools and Software
 - Techniques for Measuring PMO Performance
- Stakeholder Engagement and Communication
 - Identifying and Managing Key Stakeholders
 - Effective Communication Strategies for PMO

Day 3

Emphasizing Strategic Alignment in Project Management

- Integrating Strategic Alignment in PMO
 - Role of Strategic Alignment in Project Selection and Prioritization
 - Techniques for Ensuring Alignment with Organizational Strategy

- Project Management Methodologies and Standards
 - Detailed Comparison of Various Methodologies
 - Adhering to International Standards and Best Practices
- Adapting to Organizational Culture and Processes
 - Ensuring PMO Processes Complement Organizational Culture
 - Change Management for PMO Integration

Day 4

Operating and Sustaining the PMO

- Running the Day-to-Day PMO
 - Key Processes, Workflows, and Resource Management
 - Managing and Reporting on Project Performance
- Risk Management and Quality Assurance
 - Identifying and Mitigating Risks in Projects
 - Implementing Quality Control Measures in PMO Operations
- Metrics and KPIs for PMO Success
 - Developing Effective KPIs and Metrics
 - Techniques for Monitoring and Reporting PMO Performance

Day 5

Advanced Topics and Close

- Exploring Advanced PMO Concepts
 - The Agile PMO and Digital Transformation
 - Future Trends and Innovations in PMO
- Growth and Maturity of the PMO
 - Understanding and Achieving PMO Maturity
 - Continuous Improvement in the PMO
- Course Summary and Close
 - Recap of Key Concepts and Learning Points
 - Action Plans Discussion