

The Project Management Office (PMO)

Duration: 10 Days

Language: en

Course Code: PO4 - 148

Objective

Upon completion of the course, participants will be able:

- Understand the role, functions, and types of PMOs within organisations.
- Design a PMO framework tailored to organisational needs and objectives.
- Implement governance structures to standardise project management practices.
- Select and utilise tools and technologies to support PMO operations.
- Develop key performance indicators (KPIs) for monitoring project performance.
- Overcome common challenges in PMO management through effective strategies.

Audience

This training course is ideal for:

- Current and Aspiring PMO Managers : Professionals responsible for setting up or managing PMOs.
- Project and Programme Managers : Individuals seeking to align their projects with organisational strategy.
- Business Leaders and Executives : Decision-makers aiming to optimise project performance through PMOs.
- Consultants and Analysts : Experts providing advisory services on project management and governance.

Training Methodology

This course combines theoretical learning with hands-on activities to ensure participants gain practical, applicable skills.

- Expert-Led Lectures : Interactive presentations introducing core concepts and frameworks.
- Case Studies : In-depth exploration of real-world PMOs, highlighting successes and challenges.
- Workshops and Group Activities : Collaborative exercises for creating PMO frameworks and strategies.
- Role-Playing Scenarios : Simulated situations to practice governance and conflict resolution.
- Feedback and Assessments : Regular quizzes and group discussions to evaluate understanding and progress.

Summary

A Project Management Office (PMO) serves as the backbone of effective project governance, ensuring alignment with organisational goals, resource optimisation, and consistent value delivery. This comprehensive training course equips participants with the knowledge and

skills necessary to establish, manage, or enhance a PMO within their organisation.

The course begins by exploring the foundational principles and types of PMOs, from supportive to directive structures. Participants will learn how to define a PMO's scope, design governance frameworks, and select appropriate tools and technologies to streamline operations. Emphasis is placed on the role of a PMO in standardising project management practices, fostering collaboration, and driving strategic decision-making.

Through interactive sessions and real-world case studies, attendees will gain insights into the challenges and opportunities of managing a PMO. Practical exercises on metrics, reporting, and resource allocation ensure participants leave with actionable strategies to improve their organisation’s project outcomes.

By the end of this training, participants will be well-equipped to design or transform a PMO into a centre of excellence that drives efficiency, innovation, and sustained success.

Course Content & Outline

Section 1: Introduction to the PMO

- Definition and importance of a PMO
- Types of PMOs: Supportive, Controlling, and Directive
- Key roles and responsibilities within a PMO

Section 2: Establishing a PMO

- Assessing organisational needs and readiness
- Defining the PMO’s mission, vision, and objectives
- Designing a PMO structure and governance framework

Section 3: PMO Tools and Technologies

- Overview of project management software and tools
- Selecting tools that align with organisational goals
- Leveraging technology for data analysis and reporting

Section 4: Governance and Standardisation

- Developing project management standards and policies

- Ensuring consistency across projects and programmes
- Establishing risk management and compliance protocols

Section 5: Performance Measurement and Reporting

- Identifying and tracking key performance indicators (KPIs)
- Techniques for effective reporting to stakeholders
- Continuous improvement through performance insights

Section 6: Overcoming PMO Challenges

- Addressing resistance to PMO implementation
- Managing conflicts between PMO and project teams
- Scaling the PMO for organisational growth

Section 7: Case Studies and Best Practices

- Analysing successful PMOs in various industries
- Lessons learned from common PMO failures
- Group exercises and discussion of best practices

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

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Tags

The Project Management Office, PMO

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