



*Training Course:  
Building and Evolving a Project Management  
Office (PMO)*

*17 - 21 June 2024  
Kigali (Rwanda)*

## Training Course: Building and Evolving a Project Management Office (PMO)

Training Course code: MA234758 From: 17 - 21 June 2024 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

This Project Management Office PMO training course will provide you with 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.

A PMO will provide a means of centralization, standardization, and greater project oversight within your organization. Attend this course and gain the skills to enhance the alignment of project management with portfolio management and evolve PMO maturity through continuous improvement.

### Course Objectives

You, Will, Learn How To:

- Develop a vision and charter of a Project Management Office PMO
- Evolve a PMO to improve project success
- Automate processes in Project Portfolio Management tools
- Enhance alignment of project management with portfolio management
- Evolve PMO maturity through continuous improvement

### Target Audience

- Project managers
- Members of project offices
- project sponsors
- functional managers
- senior management and individuals interested in project management.

### Course Outlines

Day 1

Identifying the Value of a PMO

- Why you need a Project Management Office PMO
- Developing a PMO vision statement
- Creating a PMO charter

Building a Case for PMO

- issues of designing, structuring, and implementing the PMO

### Benchmarking PMO maturity

- Examining different maturity levels
- Leveraging a framework to assess the maturity
- Considering the current state of project and portfolio management
- Defining the to-be state
- Analyzing the gap between the current and to-be state

### Planning for success

- Constructing an approach for each maturity criterion by selecting the right combination
- Establishing PMO responsibilities within the organization
- Developing a roadmap to mature the PMO

### Day 2

#### Standardizing and Automating Project Management Processes

##### Planning for standardized processes

- Recognizing the benefits of standardization
- Building/updating processes for your environment
- Developing standard document templates

##### Leveraging Project Portfolio Management PPM

- Bridging "doing the right projects" with "doing the project right"
- Researching, recommending, and selecting the right PPM tool/features
- Linking project management and portfolio management with a PPM tool
- Centralizing resource and capacity management
- Connecting PPM with a financial management system

##### Implementing a content repository

- Establishing standards for storing all project content
- Automating collaborative processes with tools
- Housing PMO content for project and portfolio managers
- Benefiting from integrating the PPM

### Day 3

#### Managing Project Training and Support

##### Supporting project management

- Balancing project staffing and career development
- Structuring project knowledge management

##### Providing the appropriate level of mentoring

- Mentoring and coaching project managers' skill development
- Building strong project/portfolio management competencies

- Performing independent project audits to encourage growth and learning
- Providing project recovery assistance to meet goals

## Day 4

### Applying Performance Measures

#### Analyzing portfolio and project progress

- Defining Key Performance Indicators KPI
- Incorporating Earned Value Management EVM into KPI
- Measuring project costs and benefits against the plan
- Establishing KPI roles and responsibilities

#### Reporting progress

- Collecting and reporting on exceptions
- Assessing current at-risk projects/portfolios
- Providing leadership with performance reports

## Day 5

### Ensuring Proper Governance

#### Selecting and implementing a governance model

- Defining governance roles and responsibilities
- Providing guidance and control

#### Structuring and developing PMO roles and responsibilities

- Validating compliance with standards and regulations
- Ensuring the "projects are done right"
- Facilitating project portfolio management
- Promoting and funding for the next project phase

#### Implementing Change and Continuous Improvement

- Rolling out controlled change for positive adoption
- Fostering project management image and culture
- Evolving the PMO maturity framework
- Incorporating best practices
- Conducting and implementing lessons learned

## Registration form on the Training Course: Building and Evolving a Project Management Office (PMO)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
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Personal E-Mail: .....  
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### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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