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

20 - 31 October 2025
London (UK)
Landmark Office Space - Portman Street

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Training Course code: PC235934 From: 20 - 31 October 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 9000 ⃝ Euro

Introduction

This 10-day training program is designed to equip senior project professionals, strategic planners, and organizational leaders with the knowledge and tools to build, implement, and evolve a high-impact Project Management Office PMO. Through a structured, practical, and strategic approach, participants will learn how to align the PMO with organizational objectives, establish effective governance, introduce performance metrics, drive project success, and mature the PMO in line with enterprise needs. The course covers foundational setup through advanced capability development, ensuring sustainability and adaptability of the PMO.

Target Audience

- PMO Directors and Managers

- Program and Portfolio Managers

- Senior Project Managers

- Strategy and Planning Executives

- Change Management Officers

- Organizational Development Leaders

Objectives

By the end of the course, participants will be able to:

- Understand the strategic purpose of a PMO within an organization

- Design and implement a fit-for-purpose PMO structure

- Define PMO services, governance frameworks, and performance indicators

- Align PMO functions with strategic goals and portfolio management

- Lead maturity and capability evolution of the PMO

- Integrate digital tools and agile practices within PMO operations

- Promote stakeholder engagement and value demonstration

Outline

Day 1: PMO Fundamentals and Strategic Role

- Overview of PMO types Supportive, Controlling, Directive

- Strategic alignment: role of the PMO in value delivery

- Common challenges in PMO design and execution

- PMO lifecycle: inception to optimization

- Case studies of successful PMOs

Day 2: Designing the PMO Framework

- Defining PMO objectives, scope, and success criteria

- Selecting the right PMO model for the organization

- Governance structures and reporting lines

- Organizational readiness assessment

- Stakeholder analysis and sponsorship

Day 3: PMO Services and Functions

- Core services: methodology, standards, project tracking

- Advanced services: portfolio analysis, risk assurance, benefits management

- Supporting services: training, coaching, resource management

- Defining the PMO service catalog

- Mapping services to organizational priorities

Day 4: Resource Planning and PMO Staffing

- Defining PMO roles and responsibilities

- Skills and competencies required for PMO staff

- Organizational structures centralized, decentralized, hybrid

- Building a high-performance PMO team

- Change management considerations

Day 5: Tools, Technology, and Digital PMO

- PMIS and project portfolio tools

- Data analytics and dashboarding in PMO

- Integration with enterprise systems

- PMO automation opportunities

- Selecting and implementing tools

Day 6: PMO Governance and Methodology

- Establishing project governance frameworks

- Standardizing methodologies: Waterfall, Agile, Hybrid

- Quality assurance and control mechanisms

- Role of PMO in compliance and audits

- Escalation procedures and risk oversight

Day 7: Monitoring and Performance Management

- KPIs and metrics for PMO success

- Project and portfolio performance measurement

- PMO maturity models OPM3, P3M3, etc.

- PMO health checks and evaluations

- Reporting frameworks for executives

Day 8: Stakeholder Engagement and Communication

- Communication plans for PMO effectiveness

- Managing upward and outward communication

- Building trust with business units

- Value demonstration and storytelling

- PMO marketing and branding

Day 9: PMO Maturity and Continuous Improvement

- Phases of PMO maturity and evolution

- Building a roadmap for PMO growth

- Continuous learning and knowledge management

- Scaling PMO to enterprise-level needs

- Adapting to strategic changes

Day 10: Action Planning and PMO Sustainability

- Creating a PMO implementation or transformation plan

- Common pitfalls and success factors

- Group presentations of PMO strategy drafts

- Executive engagement and funding models

- Final review and course wrap-up

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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