



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

*26 - 30 April 2027  
Milan (Italy)*

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

Training Course code: MA1998 From: 26 - 30 April 2027 Venue: Milan (Italy) - Training Course Fees: 5775 € Euro

### Introduction:

The "Building and Evolving a Project Management Office PMO" training program is designed by Global Horizon Training Center to equip participants with the necessary skills and knowledge to establish, develop, and enhance a Project Management Office within their organizations. This comprehensive training program will provide participants with a deep understanding of the PMO's value, methodologies for building and maturing a PMO, and strategies for aligning project management with portfolio management.

### Objectives:

- Develop a clear vision and charter for a Project Management Office PMO
- Understand the importance and benefits of a PMO in an organization
- Benchmark PMO maturity levels and assess the current state of project and portfolio management
- Construct a roadmap to mature the PMO and bridge the gap between the current and desired states
- Standardize project management processes, methodologies, and templates
- Leverage Project Portfolio Management PPM tools for effective project and portfolio management
- Enhance project management competencies and provide appropriate training and support
- Apply performance measures, including Key Performance Indicators KPIs and Earned Value Management EVM
- Establish proper governance within the PMO and ensure compliance with standards and regulations
- Implement change management and continuous improvement practices
- Conduct lessons learned and incorporate best practices for PMO success

### Target Audience:

- Project managers
- Members of project offices

- Project sponsors
- Functional managers
- Senior management involved in project management
- Individuals interested in project management and PMOs

## Outlines:

### Day 1 - Introduction to PMOs & Value

- Understanding the role and importance of a Project Management Office PMO
- Benefits and challenges of establishing a PMO
- Developing a PMO vision statement and charter

### Day 2 - PMO Maturity Assessment & Planning

- Benchmarking PMO maturity levels
- Frameworks for assessing PMO maturity
- Analyzing the current state of project and portfolio management
- Defining the desired future state and gap analysis
- Developing a PMO roadmap and maturity improvement plan

### Day 3 - Standardizing Processes & PPM Integration

- Benefits of process standardization within a PMO
- Designing and implementing standardized project management processes
- Developing document templates and ensuring consistency
- Linking project management with portfolio management PPM
- Selecting and implementing suitable PPM tools
- Resource and capacity management integration

### Day 4 - Tools, Collaboration & Project Support

- Establishing content repositories and collaboration tools
- Automating project workflows and communication
- Managing project training, mentoring, and coaching
- Supporting project managers through audits and recovery plans

### Day 5 - Performance, Governance & Continuous Improvement

- Defining KPIs and applying performance measurement tools including EVM
- Monitoring project costs, benefits, and progress
- Establishing governance models, roles, and responsibilities
- Enhancing decision-making through portfolio management
- Implementing change management and continuous improvement practices
- Capturing lessons learned and applying best practices



## 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: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### 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: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
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provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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