MILESTONE

*Providing Stepping Stones
Along the Path to Success*

THE MATHIS GROUP, INC.

**A WOMAN-OWNED
SMALL BUSINESS**

STAGES OF A PMO

A few months ago we looked at key roles and responsibilities of a Project Management Office. We learned that a PMO is a group that standardizes the project management processes for an organization. This month we will examine five functions of a PMO.

Practice Management

Practice Management provides a common approach and frame of reference for conducting project management activities within an organization. It specifies project performance standards and establishes project management processes, tools, and practices. This function sets the tone for how the PMO will operate throughout the organization. In order to ensure effective design, development, and implementation of a project management methodology, select experts who have extensive project management experience in the industry and understand the organization's project management environment.

Infrastructure Management

Infrastructure Management facilitates establishing a professional project management environment. They will develop and maintain the PMO charter, develop project management policies, and establish the project manager's authority. Under this umbrella, they also work hard to establish project team requirements and manage project facilities and equipment.

Resource Integration

Resource Integration manages the competency, availability, and performance of project resources. This involves acquiring, assigning, deploying, managing, and closing out resources for every project. When there are multiple projects happening simultaneously, this becomes a huge task that requires great organization. Another aspect of this function is training and educating the project team. In order for teams to be effective, they have to know the best ways to complete a project. The PMO helps give them those skills.

Technical Support

Technical support is so much more than making sure that all the computers are up and running. It also provides project management advice, counsel, and support to project managers and project teams through mentoring, planning support, project auditing, and project recovery.

Business Alignment

Business Alignment introduces the organization's business perspective into the project environment. It is during this function that customer and vendor relationships are managed. They will verify all documents of the project's contract to ensure that everything has been approved, signed, and is ready to go. Then the contract will transfer to the project manager's responsibility. The PMO will also help measure the customer's satisfaction with the project. With the vendor, they will solicit proposals, administer contracts, identify the vendor's needs, and monitor the vendor's performance.

A PMO can be a great asset to project teams. They can offer valuable resources and information to project managers as they complete their projects.

Join Dr. Mathis on Friday, February 19 for our free *PMO Marching Orders* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to www.themathisgroup.com/webinars.

PROJECT MANAGEMENT OFFICE (PMO) - 3 DAY
Creating a Center of Excellence for Efficient Project Delivery

PDUs - 19.5

PMI's Talent Triangle Breakdown
Technical - 17.00
Leadership - 1.50
Strategic - 1.00

face-to-face

virtual
instructor-led

Course Description: This three-day course will give each participant an in-depth opportunity to engage in a complete examination of the breadth of the Project Management Office. Participants will examine the role, purpose, and different models used, as well as how an organization would approach establishing a PMO. Participants will learn best practices for establishing, managing, and successfully leading toward project excellence with a PMO. We will discuss methodologies for the PMO that will allow students to understand and implement project management core competencies across the organization.

Course Objectives:

Objective 1: Examine why a PMO fails
Discuss various environments in which a PMO will thrive
Discuss the reasons why any organization should consider a PMO
Examine how a PMO impacts organizational change and internal culture
Examine the PMO in relationship to portfolio management
Relate the PMO to project management
Examine the relationship with program management
Discuss the differences between a Project Office and a Center of Excellence
Create a list of standards the PMO will follow
List what a PMO should do
Identify how the PMO should support the strategic plan
Discuss the link between strategic objectives and PMO
Analyze the PMO model
Apply PMO governance

Objective 2: Assemble the right PMO staff
Examine the role of executive leadership and sponsorship to the PMO
Create the PMO methodology and services
Discuss the PMO roles and responsibilities
Discuss organizational change and acceptance of the PMO
Discuss training and mentoring provided by PMO
Examine core competencies and a team development model

Objective 3: Develop a curriculum for internal project management training
Discuss the benefits of creating an internal certification
Create metrics for measuring the PMO effectively
Discuss evaluation and oversight strategies
Examine project recovery processes and solutions
Develop a model for creating internal best practices

Objective 4: Discuss better ways of establishing customer relationships
Examine the relationship between a PMO and vendor contractor

THE MATHIS GROUP, Inc.

A WOMAN-OWNED SMALL BUSINESS (WOSB)

Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING
OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT
MARKETING
MOTIVATION
ORGANIZATIONAL BEHAVIOR
LEADERSHIP
CUSTOMER SERVICE

COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management

- Marketing
- Strategic Planning
- Executive Coaching
- Performance
- Team Building

- Emotional Intelligence
- Leadership
- Customer Service
- Creating Customer Value
- Supervisory Leadership
- Coaching and Counseling

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