

Project Management Office Training

Course Description:

This course is designed to provide training to management staff in developing and implementing a Project Management Office (PMO). A Project Management Office (PMO) is an organizational entity which maintains procedures and standards that ensure project completion within its intended scope, time, budget and quality metrics. With proper PMO training and implementation, your management staff may expect a higher calibre of project management including a structured approach which would mitigate a chaotic system and frequent scope change.

Learning Outcomes:

Upon successful completion of the Project Management Office Training course, registrants will be able to:

- Understand and identify the organization’s current Project Management Structure
- Develop a Project Management Process Prototype which will be ready for testing
- Test the Project Management Process Prototype and identify the improvements required
- Understand and implement the improvements required that will result in acceptance of the Project Management Process final configuration.

Course Schedule

The training course will take place over the duration of 5 days, 8 hours per day

Total: 40 Hours

DATE	TOPICS
Day 1 8 hours	Analysis Identification of Project Management Structure: <ul style="list-style-type: none"> • Interviewing key stakeholders • Analyzing current project management documentation • Identifying current organizational structure and positioning of PMO within the organization • Identifying Process platform • Identifying project management process baseline and applicable templates

Day 2 8 Hours	Project Management Process Prototype Development Prototype Project Management Process ready for testing: <ul style="list-style-type: none"> • Verifying Project Management Platform • Developing project management interface • Developing project management forms
Day 3 8 Hours	Project Management Process Prototype Development Prototype Project Management Process ready for testing (Continued): <ul style="list-style-type: none"> • Verifying network diagram process flow • Identifying “volunteer” project for process testing
Day 4 8 Hours	Project Management Process Prototype Testing Identification of improvements needed for project management process <ul style="list-style-type: none"> • Observing user’s ability to use the project management process • Identifying improvements needed • Verifying process flow stability.
Day 5 8 Hours	Project Management Process Final Configuration Acceptance of PMO Implementation <ul style="list-style-type: none"> • Implementing improvements to process