

**18 PDUs**

***Project/Program Management Office*** The intensive business competition within all industries made it very appealing for companies to create project management offices to ensure that the expected project values are delivered with the minimal resources. This seminar-oriented course discusses how to build the right PMO based on a thorough understanding of the organizational needs, strategic direction, and the different available PMO models. The course provides practical steps, hints, templates, and plans to assist the participants who plan to start the PMO establishment journey. The course is designed to have the right blend of theory and practice through a full coverage of the PMO concepts, classroom discussions, and workshops.

***What Value does this course add to me?*** By the end of this course, participants will have a clear and concise understanding of the PMO concept. They will be able to identify the PMO models that are most suitable to their organizational needs. They will be able to establish a detailed implementation plan and identify the issues and challenges that accompany the PMO establishment process such as designing the right PMO organization and selling the PMO concept among the various stakeholders. The attendees will also be equipped with practical guidelines to manage the ongoing PMO operations once the PMO is up and running. The participants will be able to assess their organizational maturity level in project management and define a gradual, step by step road map to achieve a high level of excellence They will also be introduced to the major automated tools available in the market to support the PMO operations.

Each trainee will be given a CD that contains the training materials, a practical PMO Implementation Plan, ready-to-use templates, business case discussions, and references to useful websites, articles, books, and professional communities.

### ***Who Should Attend?***

- PMO Directors and Leaders
- Senior Project Managers
- PMO team members
- CIOs, COOs, and corporate executives sponsoring PMO initiatives

## **Course Objectives**

- Learn the key concepts related to Project/Program Management Office
- Understand the different PMO Models
- Determine the right PMO type based on your organizational needs
- Understand how the PMO fits in the organizational context
- Design the right PMO Organization
- Learn how to sell the PMO value proposition to the stakeholders
- Study in depth the services to be offered by the PMO
- Understand the concepts of portfolio management and program management and their relationship with the PMO
- Discuss and learn in a workshop environment how to build the right PMO (Case Study)
- Understand the Organizational Project Management Maturity Model
- Learn the secrets for maintaining a successful PMO

**Course Contents & Schedule** Daily schedule is 6PM through 10PM  
The lecturer has prepared for you an excellent review of the **Project Management Office**. See below **Course Outline**.

**Language & Certificate of Completion.** All classes will be held in English. An individual obtains a certificate of completion at the end of the course.

## **Instructor's Profile**

A veteran project manager with 22 years of experience in the IT business in leading local organizations. He is a seasoned consultant and trainer in the field of project management. Since 2004, he lead and contributed in the establishment of several high profile PMOs. He holds a bachelor degree with honor in Computer Science (1988), MBA with distinction in IT Management (2004), and PMP Certified (2004).

## **Course Outline**

### **1. Key Concepts**

- What is PMO?
- The difference between project management and program management
- Portfolio Management
- How do you know that your organization needs a PMO

- Defining the different models of the PMO
- The strategic role of the PMO
- The PMO stakeholders
- Defining the purpose of the PMO
- Why do PMO implementations fail

## 2. The PMO Environment

- Project Governance
- Where does the PMO fit in the organizational context?
- Defining the PMO Framework
- Stakeholder Analysis
- PMO Services: Defining the Right Mix
  - i. Standardization
    1. Processes, methods, templates, and metrics
    2. Applying Best Business Practices: How much is too much?
  - ii. Resource Management
  - iii. Cost Management
  - iv. Portfolio Management
  - v. Training & Mentoring
  - vi. Project Management Tools Support

## 3. The PMO Organization

- Roles
- Functions
- The PMO Value Proposition

## 4. Implementing the Right PMO (Case Study Workshop)

- Understanding Corporate Strategy
- Selecting the Right PMO Model
- Making the Business Case
- Involving the Right People - The Project Team
- Building the Proposal - In Detail
- The PMO Implementation Plan - How to get a successful start?

## 5. Benefit Realization

- Maturity Takes Time - Introduction to OPM3
- Assessing the Project Management Maturity Level
- Determine When and How to Move Forward in the Maturity Scale

## 6. Program Management

- The Scope of Program Management Office
- The Relation between Program Management & Portfolio Management

- The Relation between Program Management & Project Management
- Program Management Lifecycle
- Attributes of the Effective Program Manager

#### **7. Sustaining a Successful PMO**

- What to do?
- What to avoid?

#### **8. Enterprise Project Management Software Tools**

- What is the current market offering?
- What are the latest trends?

***For more information, please contact:***



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