

## Building & Sustaining the PMO

### Course Format:

The course is a mix of presentations, facilitated discussions (Q&A), and small group exercises.

### Pre-Requisites:

Prefer to have experience in project management and possibly PMO.

### Duration:

5 full days

### Professional Development Units (PDU)

35 PDU

### Consultants

#### Mr. Mounir Ajam

- SUKAD CEO

#### Mr. Luc Bauwmans

- SUKAD Vice President

#### Both Consultants:

- Have about 25 years of global experience
- Are Adjunct Professors with SKEMA Business School (globally top 25 by Financial Times Ranking)

### Course Description:

Only five or six years ago in the Middle East the acronym “PMO” was hardly used in the project management context. Nowadays, it is quite common to see these three letters emerge in organizational structures, and many project professionals may find them in their job profiles. In a few years time the term “PMO” has become common Project Management parlance, but what does the term actually stand for?

This course will start by explaining the acronym and its possible meanings, before moving on to discussing results of a global survey into the current state of PMO practice, and a general understanding of the pitfalls.

From there on discussions will focus on how innovative ways can be created to build and sustain a PMO in today’s organization, even in a global crisis. The course will address the challenges in setting up a PMO and the critical success factors to enhance the chance of success and sustain the PMO.

The course covers the key concepts and applications of the PMO along a maturity continuum. The topics will include organizational structures, functions, processes and practices that will lead to success. It addresses the organizational challenges of the PMO, how a proper “customized” PMO can add value to the organization, and increase the Return on Investment related to project implementation.

Other topics covered in the course are:

- How does the PMO tie into Portfolio Management?
- How can the PMO help bridge the gap between strategy and execution?
- Is the PMO the right answer for every organization? Or does the size, culture, and other factors have an impact on the success of the PMO?
- Should the PMO establishment be limited to setting up the organizational unit or are there core challenges that it must address?
- Identifying “hidden” PMOs that may already exist under a different name

### Learning Objectives/Outcomes:

- Be able to identify the key elements necessary for building a PMO.
- Be able to determine the appropriate PMO strategy, tactics and operations
- Be able to assess your organization’s level on the PMO continuum
- Understand the necessity of building the PM system along with the PMO
- Be able to create PM communities for ongoing PMO development
- Be able to apply the proper change management approach to facilitate the organizational and project management cultural change
- Implement PMO Scorecard based on metrics & key performance indicators

**Model Course Section,  
Category, and Code:**

Advanced Courses  
Strategic Project Management  
SPM15

**Relevant Courses/Programs:**

- Program Management (course code: SPM05)
- Simplified Project Management – the CAM<sup>2</sup>P™
- Master Certificate in Project Management

**Special Notice:**

This course could be credited toward the SUKAD/SKEMA Advanced Master Certificate in Project Management ...

For more details ask us

**How to Register:**

- Send an email to [info@sukad.com](mailto:info@sukad.com)
- Call us on +971 4 367 1976
- Visit our website [www.sukad.com](http://www.sukad.com)

**Discounts:**

- 5% - 10% discount is applicable for early registration & payment
- Group discounts available

**Who Should Attend:**

**Executives:** Senior managers, project sponsors and initiative owners, strategic and business planning, PMO directors, Chief Operating Officers, Chief Information Officers, Chief Executive Officers of small and medium companies

**Project Management:** program managers, project managers, project/program management office staff, and project team members.

**Course Outline:**

1. Introduction <ul style="list-style-type: none"> <li>- History</li> <li>- What do P, M, &amp; O stands for?</li> <li>- Level within an organization</li> </ul>	2. Current state of practice <ul style="list-style-type: none"> <li>- A global PMO survey</li> <li>- The PMO Continuum</li> </ul>
3. PMO Readiness <ul style="list-style-type: none"> <li>- Why the PMO</li> <li>- Organizational commitment</li> <li>- Expected value</li> </ul>	4. PMO Versus PM <ul style="list-style-type: none"> <li>- PMO as an organizational unit</li> <li>- Project management system</li> <li>- Which is needed?</li> </ul>
5. PMO as a Project <ul style="list-style-type: none"> <li>- PMO Establishment Project</li> <li>- Project Life Span</li> </ul>	6. Project Pre-Launch Stage <ul style="list-style-type: none"> <li>- Feasibility</li> <li>- Project Authorization/Charter</li> </ul>
7. Project Launch Stage <ul style="list-style-type: none"> <li>- Basic Requirements</li> <li>- PMO Mission/Vision</li> <li>- Project Management Plan</li> </ul>	8. Project Definition Stage <ul style="list-style-type: none"> <li>- Finalize PMO Functions</li> <li>- Develop the PMO detailed plan</li> <li>- Organizational structure</li> </ul>
9. Project Implementation Stage <ul style="list-style-type: none"> <li>- Writing procedures</li> <li>- Process maps</li> <li>- Forms and templates</li> </ul>	10. Operation Readiness <ul style="list-style-type: none"> <li>- Marketing and Communication</li> <li>- Organizational readiness</li> <li>- Full operation / phase approach</li> <li>- Training</li> </ul>
11. Project Close Stage <ul style="list-style-type: none"> <li>- Lessons learned</li> <li>- Close out report</li> <li>- Post implementation support?</li> </ul>	12. PMO Related Topics <ul style="list-style-type: none"> <li>- Governance</li> <li>- PM Maturity and Roles</li> </ul>
13. Sustaining the PMO <ul style="list-style-type: none"> <li>- Ownership &amp; Continuity</li> <li>- Performance assessment (KPI)</li> <li>- Ongoing review &amp; assessment</li> </ul>	14. Case Studies <ul style="list-style-type: none"> <li>- Alliance 1 – setting up</li> <li>- Alliance 2 – Integration</li> <li>- Alliance 3 – Planning tool</li> </ul>