

PMO – PROJECT MANAGEMENT OFFICE

COURSE OBJECTIVE

The purpose of this module is to train the students in the creation and implementation of a project management office, showing the processes and best practices that, when standardized by the organization, help to increase the success rates of their projects. We will discuss the differences in the roles of the project manager and the project team when it comes to managing projects in a centralized manner instead of managing individual projects. Another matter of importance is how to ensure that the aggregated results of projects and programs match the strategic objectives of the organization.

LEARN TO

In this course, the attendees will learn

- Identify the main types of PMO.
- Know the various organizational structures.
- Differentiate project, program and portfolio.
- Understand the various project management maturity models.
- Balance the portfolio of projects against the organization's strategic planning.

COURSE INFORMATION

- **Language:** English, Portuguese (Br) and Spanish
- **Public:** On-site and in company classes.
- **Duration:** 16hours.
- **PDU's:** 16.



METHODOLOGY

Macrosolutions / Ricardo Vargas use the state-of-the-art in the training process, including

- Explanatory classes utilizing audio-visual resources.
- Use of films and video clips as an educational resource
- Demonstrations and computer simulations
- Workgroups activities focused in problem-solving
- Scenario-based simulations using real cases to be further discussed in groups

COURSE CONTENT

Course opening

Success and failure in projects

- Success and failure in projects.
- Overview of Project Management.
- Reasons for success in projects.
- Major causes of failure in projects.
- Project management myths.

Organizational structures and their influences in the implementation of a PMO

- Functional structure.
- Weak matrix structure.
- Balanced matrix structure.
- Strong matrix structure.
- Projectized.

Organization of a Project

- Defining projects.
- Roles and responsibilities in project management.
- Defining programs.
- Roles and responsibilities in program management.
- Defining portfolios.
- Roles and responsibilities in portfolio management.

The various types of PMO

- Individual project PMO.
- Departmental PMO.
- Corporate PMO.
- Strategic PMO.

Portfolio Management

- The benefits of portfolio management.
- Tools and metrics of portfolio management.
- Organizational Strategy.
- Corporate Governance.

Project management maturity models

- OPM3.
- PMMM.
- Kerzner Simplified.
- ESI Model.
- Berkley Model.
- Macrosolutions Model.

Portfolio planning and management

- Identification of the organization's maturity level.
- Selection of methodologies, software and standards to be implemented.
- Definition of metrics and performance reports.
- Balancing the portfolio using the Balanced Scorecard approach.
- Portfolio risk management.

Course Close-out

MORE INFORMATION

Phone: +55-31-3024-3003

Fax: +55-31-3024-3005

e-mail: treinamento@macrosolutions.com.br