



## COURSE NAME

**Project Management Office PMO - Certified Program by PMI**

## COURSE DURATION

**Five days**

## COURSE DESCRIPTION

The Project Management Office (PMO) – Certified Program offered by Arcan Academy is designed to provide participants with the knowledge and skills required to establish, manage, and operate a successful PMO. This program covers the principles and concepts of PMO management, including PMO establishment, governance, performance measurement, and continuous improvement. Participants will also learn effective techniques for managing projects and resources, establishing project management methodologies and standards, and promoting project management best practices. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of PMO management.

## COURSE OBJECTIVES

The objective of the Project Management Office (PMO) – Certified Program is to provide participants with a deep understanding of the principles and concepts of PMO management. By the end of the program, participants will be able to apply their knowledge to real-world situations, establish, manage, and operate a successful PMO, understand effective PMO management techniques, communicate effectively with stakeholders, establish project management methodologies and standards, and promote project management best practices. Additionally, participants will learn how to measure PMO performance, identify and manage risks, and promote continuous improvement. Upon completing this program, participants will be well-prepared to establish, manage, and operate a successful PMO, ensure successful project outcomes, and advance their careers in project management. This program is ideal for project managers, PMO managers, and professionals responsible for establishing and managing a PMO.

## COURSE OUTLINES

### DAY ONE



- Why Project Management?
- Project Management and Bureaucracy
- Project, Program and Portfolio
- What is the PMO?
- The purpose of a PMO
- Benefits of establishing a PMO
- Key factors for PMO success
- Identification and involvement of influential stakeholders
- PMO project life cycle framework
- Facilitating stakeholder buy-in for the PMO

## DAY TWO

- PMO objectives
- PMO structures and their characteristics
- PMO functions
- Fitting the PMO into the Organization
- Example: Business case for implementing a PMO
- Organizational project management maturity
- Assessment life cycle
- Determining the Organization Project Management Level
  1. PMO road map
  2. Pilot Evaluation of Project Management
  3. The Costs of Implementing a PMO
- Authority required for effective performance.
- PMO staffing
- Roles and responsibilities
- PMO roles and responsibilities in the maturity assessment

## DAY THREE

- PMO project phases
- PMO project life cycle
- Initiating
- PMO vision
- Create PMO charter



- Secure Funding
- Establish Steering Committee
- PMO Planning
- Create execution plan
  1. PMO scope
  2. PMO WBS
  3. PMO costing
  4. PMO schedule
  5. Adopt Methodology
  6. Adopt Standards
  7. Adopt Processes

#### DAY FOUR

- PMO Planning (cont.)
  1. Adopt Tools
  2. Adopt Software
  3. Adopt Databases
- PMO Implementation
  1. Perform General Services
  2. Report Activities
  3. Implement and evaluate Methodology
  4. Promote Standards
  5. Improve Processes
  6. Support Software
  7. Update Plans
  8. Maintain Knowledge Base

#### DAY FIVE

- PMO Implementation (cont.)
  1. Perform Supportive Services
  2. Train, Mentor, Support Staff
  3. Support Projects
  4. Manage Accounts
- Perform Controlling Services
- Implement Governance



## **TRAINING METHODOLOGY:**

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

## **DELIVERY METHOD:**

- In person
- Online