



## **Project Management Office – Masterclass Series (2 days)**

### **Implement, energize and agilize your Project Management Office**

PMO's come in many forms with different titles, like Enterprise project office, PMO, PMU etc. They operate at different organizational levels with various levels of responsibility, from simply 'policing' project managers to providing strategic formulation and portfolio management services to executives.

Large organizations cannot get by without a PMO of some sort. Without one, companies do not have the ability to respond effectively to change or to implement their strategic driven projects.

This masterclass shows you how to implement, upgrade or re-energize your PMO, as well as teaching you how your PMO can become your 'Lean centre of excellence'.

Spend two very practical, classroom or virtual classroom, days equipping yourself with expert level knowledge to build or refresh a PMO.

#### **WHAT IS**

The PMO masterclass guides you on how to set up, implement, refresh and operate a PMO at all levels, from the IT project office to the enterprise portfolio office reporting to the CEO. The event covers all of the possible services (over 40 of them) that a PMO could offer, including project method development, portfolio management processes, and how your PMO can become your agile implementation and support centre, all based on current best practice thinking in PMO management.

Snap Tech's PMO MASTERCLASS is a facilitated, interactive engagement structured around principles, techniques and practices upon which a successful project management office (PMO) depends.

#### **TARGET AUDIENCE**

This event is for anyone in a project management office or wanting to implement, re-energize or upgrade their PMO to an agile support office.

This course is relevant for:

- ✓ Heads of a Portfolio, Programme or Project Office
- ✓ EPMO/PMO managers
- ✓ Portfolio Analysts
- ✓ Agile practitioners
- ✓ Programme or Project Specialist/Consultants
- ✓ Programme or Project Co-ordinators
- ✓ Programme or Project Administrators
- ✓ Methodologists
- ✓ Project and programme sponsors
- ✓ Senior Responsible Owners (SRO's)
- ✓ Programme, project, business change and benefit managers

#### **APPROACH & DURATION**

This is a two-day classroom or virtual online event facilitated by one of Snap Tech's most experienced trainers. You'll find a ready-to-learn atmosphere where you'll receive expert instruction and guidance, interact with your peers, and gain the real-world skills that matter.

## BENEFITS

The PMO Masterclass will teach you about practical, universally applicable guidance that will enable individuals and organizations to successfully establish, develop and run a PMO of any size, from a one man support office to a multi-role portfolio office with a Centre of Excellence (COE). The benefits of this event will enable:

- ✓ The ability to set up or re-energize a PMO
- ✓ Informed senior management decision-making on project prioritization, portfolio wide risk management, and optimization of resources to deliver business objectives and derive full strategic value from the portfolio of change initiatives
- ✓ The Identification and realization of business outcomes and benefits from projects and programmes
- ✓ Consistent project delivery and realization of benefits
- ✓ A learning, project based organizational culture that shares project experience and continuously improves its project capabilities
- ✓ The implementation of a best practice project methodology and/or an Agile approach to project delivery
- ✓ Managing risk at a consolidated portfolio level
- ✓ Bridging the gap between the organisational strategy and project delivery
- ✓ The ability to develop a portfolio Dashboard of projects

## CONTENT

- ✓ Organizational Context of a PMO
- ✓ Different PMO Models and structures
- ✓ Roles and Responsibilities
- ✓ The Business Case for a PMO
- ✓ The Vision for a PMO
- ✓ The common risks to implementing a PMO and mitigating those risks
- ✓ PMO Functions and Services
- ✓ PMO Techniques and Tools
- ✓ Implementing a PMO
- ✓ Introducing Agile thinking to a PMO

## OUTCOMES

On completion of this event, participants will be able to:

- ✓ Implement or re-energise any PMO
- ✓ Design and operate the services required by your PMO
- ✓ Do job descriptions for your PMO resources
- ✓ Measure and assess the services provided by the PMO
- ✓ Build a Portfolio Dashboard
- ✓ Make your PMO Agile
- ✓ Develop a business case, value proposition and a vision for your PMO