

LEADERS TRAINING

TM
DIXONTECH

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PMO

**PMO - THE PROJECT
MANAGEMENT OFFICE
ESTABLISHING AND MANAGING**

CODE	PM02
DAYS	5 DAYS
DURATION	25 HOUR
FORMAT	ON-SITE
CERTIFICATE	ACHIVEMENT

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DIXONTECH
LEADERS ACADEMY

PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION

TRAINING OVERVIEW

This course is designed to equip participants with the essential knowledge for establishing and overseeing the Project Management Office (PMO). Participants will receive guidance on evaluating their organization's project management maturity level and implementing effective strategies for enhancement. The course further supports participants in customizing a project management methodology that aligns seamlessly with their organization's unique environment and requirements.



**Invest in training,
cultivate greatness**



**BY THE END OF THE COURSE,
PARTICIPANTS WILL BE ABLE TO:**

- Strategy execution
- Leading
- Communicating
- Planning
- Coaching
- Teamwork

TRAINING OBJECTS

- Relate organizational strategy to project framework
- Develop a business case that outlines PMO challenges and opportunities
- Evaluate and increase the organization project maturity level
- Create the PMO charter and implement the strategy phases
- Establish a project management methodology and governance
- Assemble the PMO team and establish performance measurements
- Discover the consulting role of PMO in knowledge management

TRAINING IS TAILORED TO

PMO directors and managers, members of project office, project sponsors, functional managers, senior management and all individuals involved in building and managing the Project Management Office (PMO). This course is worth 30 PDUs.



TRAINING METHODOLOGY

Our training methodology is meticulously crafted to ensure a dynamic and effective learning experience. We employ a combination of engaging lectures, interactive discussions, hands-on exercises, and real-world case studies. This approach not only facilitates theoretical understanding but also promotes practical application. Our expert trainers utilize the latest teaching techniques to cater to diverse learning styles, fostering a collaborative and enriching environment. Additionally, assessments and feedback sessions are integrated to measure progress and enhance retention. The training methodology is designed to empower participants with actionable skills and knowledge, ensuring a valuable and transformative educational journey.

DAY 1

THE STRATEGIC PMO

- PMO key roles
- PMO benefits
- The link between strategy and projects
- Aligning strategy with projects
- The strategy and projects framework

PMO BUSINESS CASE, ORGANIZATION, STRUCTURE AND FUNCTIONS

- Portfolios, programs and projects
- Developing a strong PMO business case
- Organizational structure for projects
- PMO types
- PMO functions

DAY 2

MATURITY AND THE PMO

- Defining maturity and capability
- Steps for increasing maturity level
- Baseline maturity assessment
- Project management health check
- Maturity gap analysis steps
- Organizational project management maturity model (PMI- OPM3)

PMO PLANNING, PREPARATION AND STRATEGY

- Creating the PMO charter
- Objectives and milestones
- Using gap analysis to set milestones
- Implementation strategy phases
- Measuring success metrics

DAY 3

ESTABLISHING A PROJECT MANAGEMENT METHODOLOGY AND PMO GOVERNANCE

- Defining project methodology
- Establishing methodology steps
- Elements of methodology
- Methodology quality dimensions
- Defining governance
- Governance framework

DAY 4

HUMAN CAPITAL AND THE PMO

- Key issues in people management
- Staffing the PMO
- Competency identification
- Performance measurement and rewards
- Career paths and leadership development
- Best practices for people management in the PMO

DAY 5

CREATING A HIGH-PERFORMING TEAM

- Build a team
- Define team ground rules
- Negotiate project agreements
- Empower team members and stakeholders
- Train team members and stakeholders
- Engage and support virtual teams
- Build shared understanding about a project

**For more information about DIXONTECH Leaders training
visit us at: www.dixontech.uk**