



Establishing and Managing the Project Management Office (PMO)



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Meirc
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge required to build and manage the Project Management Office (PMO). The course involves coaching participants on assessing the project management maturity level of their organization and implementing strategies to improve it. The course also aims at assisting participants in tailoring a project management methodology that fits their organization's environment.

Course Methodology

The course uses a mix of interactive techniques, such as brief presentations by the consultant and the participants and psychometric assessments. The course also features the use of a number of group exercises and case studies followed by plenary discussions.

Course Objectives

By the end of the course, participants will be able to:

- Relate organizational strategy to project framework
- Develop a business case that outlines Project Management Office (PMO) challenges and opportunities
- Evaluate and increase the project maturity level of the organization
- Create the PMO charter and implement the relevant 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

Target Audience

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

Target Competencies

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

Note

The following resources will be distributed during the course:

PMO plans and templates - hard and soft copies.

Course Outline

- The strategic PMO
 - Key roles of the PMO
 - Benefits of the PMO
 - 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
 - Types of PMOs
 - Functions of the PMO



- 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
- Establishing a project management methodology and PMO governance
 - Defining project methodology
 - Establishing methodology steps
 - Elements of methodology
 - Methodology quality dimensions
 - Defining governance
 - Governance framework
- 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
- Project knowledge management and the PMO
 - Key success factors in knowledge management
 - The knowledge management process
 - Project closeout and capturing lessons learned
 - The knowledge gap in project management
 - PMO as a community of practice
 - Measuring and monitoring project performance



Associations

Project Management Institute (PMI)® : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



Location & Date

27 - 31 Oct, 2019

English

Dubai

Sofitel Downtown Dubai

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

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Courses in Project Management

Dates	Course Name	Language	Location	Fees
30 Jun - 4 Jul, 2019	Certificate in Advanced Project Management	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Project Management Skills	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Project Risk Management	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	Agile Project Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Project Management Skills	Arabic	Riyadh	US\$ 4800
22 - 26 Sep, 2019	Mastering Project Metrics, KPIs and Dashboards	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Certificate in Advanced Project Management	Arabic	Dubai	US\$ 5100
6 - 10 Oct, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Preparation for Risk Management Professional (RMP) Certification	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Project Management Skills	Arabic	Dubai	US\$ 4800
27 - 31 Oct, 2019	Managing IT Projects Effectively	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Managing Projects in Controlled Environments: The PRINCE2 Approach	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Project Risk Management	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	Microsoft Project Workshop	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	Certificate in Advanced Project Management	English	Dubai	US\$ 5100
24 - 28 Nov, 2019	Managing Project Stakeholders	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Agile Project Management	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Mastering Project Metrics, KPIs and Dashboards	English	Dubai	US\$ 4800
8 - 12 Dec, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Project Management Skills	English	Dubai	US\$ 4800



Meirc Timeline

