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Application of MS Office Project in Public Sector Projects Management

Course Overview

This course will help you to set up a Project Management Office (PMO) that adds value to your organization's ability to deliver new initiatives and realize benefits from these endeavours. You will learn how to maximize the effectiveness of your PMO and provide optimum support to project managers, as well as provide sound governance for senior stakeholders, such as project sponsors.

During the course, you will have the opportunity to raise challenges from your organization and discuss these with the facilitator and your fellow course members, to gain innovative suggestions of how to apply good practices in such areas as project integration, scope, schedule, quality, cost, communications, human resource, risk, procurement and stakeholder management. You will also gain insight into portfolio management and prioritizing project resources.

Course Objectives:

At the end of this course, the participants will be able to:

- Enhance project performance by using contemporary tools and techniques.
- Assess the best-fit structure for your Project Management Office (PMO), taking into account the operating environment.
- Describe how to create an effective PMO and identify the key milestones for the journey.
- Use continuous improvement and LEAN techniques to drive your PMO forwards and sustain an organization-wide approach.
- Relate organizational strategy to project framework
- Develop a business case that outlines the 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

Course Content:

Unit 1: 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

Unit 2: 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

Unit 3: 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)

Unit 4: PMO Planning, Preparation, and Strategy:

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

Unit 5: Establishing a Project Management Methodology and PMO Governance:

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

Unit 6: 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
- Unit 7: 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

Targeted Groups:

- Project Professionals
- Project Managers
- Project Management Office (PMO) Staff
- ·Project team members
- Senior Management
- All Professionals Involved in Working on or Managing Projects and Programs in an Organization

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