

## PROJECT MANAGEMENT OFFICE (PMO) METHODOLOGY

*The Project Management Office (PMO) is a strategic tool in the hands of management to ensure that all the projects in the business are under control.*

*The PMO gives a centralized view of project costs, resources, and risks; it is the center of project implementation and ensures that all the projects are under control and that they are delivering benefit to the organization. The PMO Methodology was developed from experiences in setting up and operating a number of PMO's in diverse industries. This methodology covers all the aspects of the PMO and is a fail-safe way of ensuring strategic alignment of projects with the organization's strategy. The methodology comprises the following modules:*

*ProjectLink provides an integrated solution to its clients that caters for all the facets of the PMO, from change management to enterprise software systems.*

### MODULAR APPROACH

ProjectLink's PMO Methodology comprises 14 modules. These modules are designed to give a structured approach to implementing a PMO and are grouped into three parts. The first part is the analytical modules. These modules study the current state of developed by the Project Management Institute (PMI®) were used i.e.: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the Standard for Programme Management, and the Standard for Portfolio Management.

### KEY FEATURES

#### ALIGNMENT TO INTERNATIONAL STANDARDS

Aligned with principles and standards as stipulated in the PMI®'s PMBOK® Guide

#### HANDS ON PROJECT MANAGEMENT

Empowers individuals to possess hands-on project management skills and tools, in addition to providing project management theory

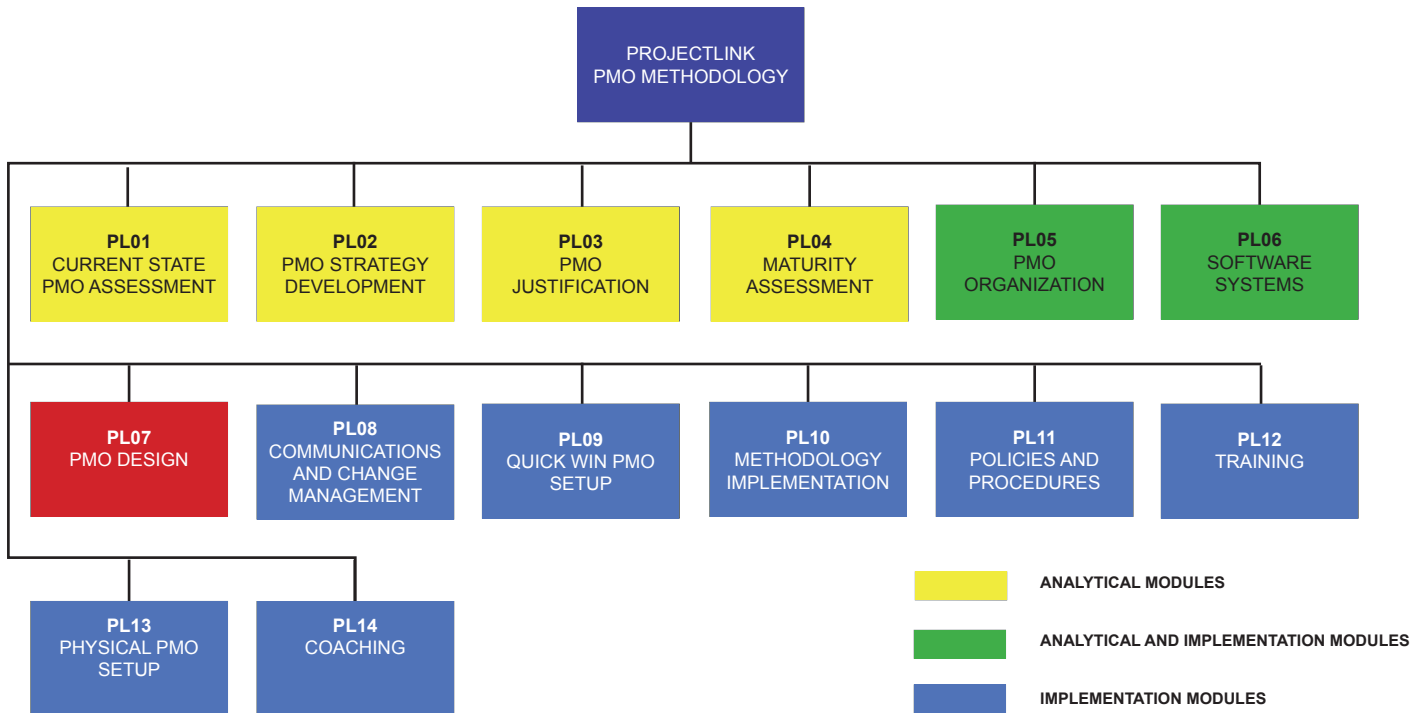
#### PROJECT MANAGEMENT CERTIFICATION

Focuses on preparing for and maintaining of international project management certifications through the PMI®

#### CLIENT SPECIFIC COURSES

Project management courses for client-specific needs are designed and presented on demand

The following diagram shows the 14 modules that make up ProjectLink's PMO Methodology:



## PL01 CURRENT STATE ASSESSMENT

Assessment of the current state of project management in the organization with the aim of determining shortcomings as well as best practices.

## PL02 PMO STRATEGY

The PMO is a business unit in the larger organization. A PMO specific strategy must be developed to ensure that the PMO will satisfy the project management needs of the organization and that it is aligned with the corporate strategy.

## PL03 PMO JUSTIFICATION

Justifying the PMO is only done in organizations where there is a requirement to show how the PMO will add value to the organization or to justify the cost of establishing a PMO.

## PL04 MATURITY ASSESSMENT

ProjectLink uses the PMI®'s OPM3 maturity model to measure the project management maturity of the organization. The maturity assessment is repeated from time-to-time to measure the improvement in the maturity of the organization.

PL05 PMO Organization Designing the correct organizational structure for the PMO is critical to its success. This component also involves role-based capacity planning for the PMO to ensure that the right number of people is appointed. Job descriptions are developed for each PMO role.

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## **PL06 Software Systems**

The component covers the evaluation, selection, and implementation of the most appropriate software systems for the PMO.

## **PL07 PMO Design**

The PMO design component takes all the results from the analytical modules to design the implementation plan for the PMO. This would typically include the development of a project plan for the PMO establishment. The PMO Design covers three aspects i.e., people, process, and technology.

## **PL08 Communications and Change Management**

The establishment of a PMO goes hand in hand with organizational change, specifically changes to the culture of the organization. This component involves the management of these cultural changes.

## **PL09 Quick Win PMO Setup**

The Quick Win component is implemented for organizations that want to establish an interim control mechanism over all its projects whilst the PMO is being developed. This component typically includes the development of some basic policies and procedures as well as a global dashboard that shows the status of all the projects in the organization.

## **PL10 Methodology Implementation**

Implementing a standard project management methodology is central to the functioning of the PMO. ProjectLink recommends the implementation of its CENTRIX methodology since it can be easily customised for customer-specific needs. If required, ProjectLink can also implement PRINCE2 or develop a custom methodology for a customer.

## **PL11 Policies and Procedures**

The PMO Policies and Procedures are key to good project governance. The development of a clear set of project management Policies and Procedures ensures that there is no uncertainty about the expectation the PMO has of the project managers.

## **PL12 Training**

Training is done at various levels in the organization. Detailed methodology training is given to the project managers whilst overview training is given to managers and team members. Software system training such as EPM, MS Project, SharePoint Services, and Primavera is given where required.

## PL13 Physical PMO Setup

Setting up a physical PMO creates a logical home for projects which is often used as a showcase by organizations to potential clients.

## PL14 Coaching

The coaching component ensures that newly trained project managers are supported when they embark on their first new projects using the new toolset from the PMO.

## IMPLEMENTATION

The PMO Methodology can be implemented in two ways. The first is by making use of ProjectLink's consultants. Our consultants are experienced project managers who have a proven track record of successful projects. They facilitate the process of PMO development with the client.

The second option is for ProjectLink to train the client's own personnel on the methodology thus enabling the client to implement their own PMO. This option is often done with some support from ProjectLink to verify the analysis, design, and implementation of the PMO.

A number of templates and checklists are provided with the PMO Methodology to simplify and guide the implementation process.

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