

# HOW TO BUILD A PMO

## Choosing the right PMO model to support your business

An effective PMO can dramatically improve project success rates, and, when well executed, provides senior management with a powerful tool for decision making and investment in strategic initiatives. PMO's, however, come in many guises, and determining the scope, remit and staffing of the PMO is critical to success. During this one day masterclass, you will learn how to design and build a Programme Management Office perfectly suited to your business model. Run by an industry leader in PMO delivery, this masterclass is essential for all new PMO leaders.



## A 1 DAY MASTERCLASS IN DESIGNING A PROGRAMME MANAGEMENT OFFICE

### COURSE OBJECTIVES

By the end of this course, you will be able to:

- Articulate the rationale for your PMO, the vision for the future, the services provided and how success will be measured
- Review and constructively challenge project data, based on objective assessment of project artefacts & report quality
- Build an initial portfolio/programme roadmap, identifying major project milestones, dependencies and change impact
- Identify programme/portfolio risks, issues and dependencies, and articulate mitigation strategies
- Create a consolidated view of portfolio resources available and forecast demand
- Develop essential programme/portfolio MI (management information)

### Who should attend:

- Project Managers looking to move into a PMO leadership role
- Newly appointed PMO managers
- Experienced PMO Managers wanting to refresh their skills

### COURSE LEADER



Sharon Mullan is Managing Director of The PMO Academy, and is a passionate advocate of the value of PMO's in delivering transformational change. She has specialised in building PMO & Project Management capability for over 30 years, and has held PMO leadership roles for major global companies including Barclays Bank, the UK Financial Services Authority, Prudential Corporation Asia, as well as major software & services vendors. She also spent 5 years as Chief Operating Officer for a European Programme Management consultancy and was PMO practice manager for Cap Gemini.



#### Programme Structure:

Using case studies and simulation exercises, the masterclass is built around 6 core insights

#### *The PMO Value Proposition*

How to articulate the value of a PMO and define tangible measures to demonstrate improvement in project success

#### *The PMO Blueprint*

How to use the PMO blueprint to identify current PMO capability and define future maturity levels. How to select the services that the PMO will offer and create a roadmap for rollout and adoption

#### *Governance*

How to design an effective governance model, including interfaces with core business functions & policies (e.g. Finance, Legal, HR)

#### *Information Management*

How to analyse project data, identify future risks and create a forward view of the probability of project success. How to create transparency through the consistent use of information, tailored for diverse stakeholders

#### *Supply & Demand Management*

How to match resource demand with existing supply. How to determine in-house and external resource balance and how to engage and manage external suppliers

#### *Methods & Tools*

How to choose and blend project management approaches to suit your organisation. How to select project and portfolio management tools for collaboration, planning and resource management

### POST EVENT COACHING INCLUDED

Following the event, attendees will receive 2 hours of personal coaching with the course leader to support the application of knowledge gained and to create an action plan for workplace adoption

#### Fees\*

Early Bird HKD 4,995

until 18<sup>th</sup> August

Normal Rate: HKD 5,995

\* Includes all course materials, refreshments & light lunch, post programme coaching

#### Location & Dates

Thursday 8<sup>th</sup> September

09.00- 17.00 (registration starts 08.30)

Location: 2802 Admiralty Centre Tower 1, Admiralty

CLASS SIZE IS LIMITED TO 8 PEOPLE TO PROVIDE PERSONALISED LEARNING

CALL NOW TO RESERVE YOUR PLACE  
+852 3748 3750



## HOW TO BUILD A PMO – 8<sup>th</sup> SEPTEMBER 2016 - REGISTRATION

### PERSONAL DETAILS

Salutation	(Mr./Mrs./Ms./Dr./Prof.)	Email:	
First Name:		City:	
Last Name/Surname:		Mobile:	
Job Title:		Office:	
Company:			

### REGISTRATION TYPE

- Early Bird HKD 4,995 (Before 18<sup>th</sup> August)       Normal rate HKD 5,995

Registration fee includes all course materials plus refreshment breaks & light lunch. Full registration fees MUST be paid before the valid dates. Only registrations fully paid for by the early-bird deadline will be eligible for the discount. No refunds will be made for cancellations. However, substitution or replacement of delegates will be allowed.

### SPECIAL DIETARY REQUIREMENT

- I would like to have vegetarian meals during the Programme  
 Other special requirements:

### PAYMENT

- I enclose a cheque in HK Dollars made payable to “ PMO ACADEMY LTD ”  
 Bank Online Transfer to the following account: HSBC Business Direct  
 Account Name: PMO ACADEMY LTD  
 Account No. 004-848-365466-838  
 I agree to pay all bank charges

Signature:

Date:

Please email the completed registration form, along with full payment prior to course commencing, to:

Mrs. Kathy Leung, Event Coordinator  
 PMO Academy Ltd  
 Room 2802, Admiralty Centre, Tower 1, 18 Harcourt Road, Hong Kong  
 Tel: (852) 3748 3752  
 Email: kathy@pmoacademy.com



### VENUE & DIRECTIONS

PMO Academy, 2802 Admiralty Centre Tower 1, 18 Harcourt Road, Admiralty, Hong Kong

Admiralty MTR Exit A – Admiralty Centre is directly above the MTR