



CLASS DESCRIPTION

IMPLEMENTATION OF A PROJECT MANAGEMENT OFFICE

In a context of management by project, the project management office has proved to be an effective response to the problem of the sequencing the projects as well as monitoring and controlling them. Using powerful and effective tools, the project office is one of the important link between the organizational strategic planning and the implementation of projects at the operational level.

GOAL

To allow participants to describe the components of a project management office and to ensure an efficient and effective implementation totally aligned with the corporate strategic plan.

INTENDED AUDIENCE

This training is directed to business executives and managers of multiple projects, who want to put in place a project management office, choose the appropriate type of project office, develop meaningful performance indicators, build a performance dashboard and design a successful implementation strategy.

OBJECTIVES SUMMARY

Be able to:

- Understand the terminology and the basic concepts.
- Evaluate the maturity of the business organisation in project management.
- Define the implementation cycle of the project office.
- Understand the major stages of the implementation.
- Understand the role of the project office in the day to day management of projects.

COURSE MATERIAL

- Trainer presentation
- Workshop user guide
 - Questionnaire
 - Project Charter
 - WBS

TRAINING STRATEGY

Our training strategy is focusing on the implementation of the work tools and technics in four steps:

- Presentations on the working processes and their specific tools ;
- The practical application of the method and its tools to familiar situations to the participants ;
- Requesting the collaboration of the participants to work in teams ;
- Feedback and further contribution from the trainer.

COURSE OUTLINES

- Introduction
- Strategic planning
- Organizational Structure
- The Project Management Office
- The levels of the Project Office in an organization
- Types of Project Office
- Implementation strategy (Drafting the Charter to implement the Project)
- Implementation plan (project WBS)
- Key success factors and best practices
- Organizational Change Management
- The day to day business life of the project office
- Key Performance Indicators
- MS Project server : Integration System

DURATION AND COST

Duration: 2 days (14 PDUs on request)

Public session cost:

Refer to our training partners offer.

Corporate session cost:

Refer to our service offer.