



PMO Success Strategies

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Welcome to the PMI Houston Conference & Expo and Annual Job Fair 2014

- **Please set your cell phone/pager to silent mode**
- **Q&A will be taken at the close of this presentation**
- **There will be time at the end of this presentation for you to take a few moments to complete the session survey. We value your feedback which allows us to improve this annual event.**



PMO (Various Interpretations)

- Structure
 - Project Management Office
 - Program Management Office
 - Portfolio Management Office
- Roles
 - Project Management Officer

Popular Functions of a PMO

- Centralized for PM's to Manage Projects
- Creation and Support of Methodology, Processes and Tools
- Auditing Projects

Potential Benefits

- Process Repeatability
- Documentation Standards
- More Efficient Operations
- Better Communications
- Greater Bottom Line Impact

First Steps

- Attain Executive Support
- Define the Scope and Goals for the Organization

Define Goals

- Scope of PMO
- Methodology of Choice
- Organizational Structure
- Tools and Templates
- Training
- Timelines for Milestones
 - Training
 - Tools
 - Stability

Scope of PMO

- Centralized for PM's to Manage Projects
- Creation and Support of Methodology, Processes and Tools
- Auditing Projects

Methodology

- PMI (*PMBOK Guide*) Based
 - Third Edition vs. Fourth Edition
- RUP
- SDLC
- Other

Organizational Structure

- Where will the PMO fit in the Organization?
- What role will run the PMO?
- What responsibility will the People in the PMO have? Resources? Projects?
- The Traditional PMBOK 6 (Functional, Matrix 3x, Projectized, Composite)

Organizational Structure (Cont.)

- PMP's
 - Internally available
 - Train from within
 - Hire from outside
- Administrative Support
 - Documentation
 - Tools Management

Tools

- Schedule Creation and Tracking
 - Microsoft EPM
 - Niku
 - Primavera
- Support Tools
 - Office
 - Visio
 - Simulation
 - QSM.com (software development example)

Templates

- Definition of what's needed
 - Already Exist Internally
 - Are modifications needed?
 - Create from Scratch
 - Who will be involved in this?
 - Compendium of Knowledge (PMI)
 - Templates In Excess

Training

- PMP® Certification to any internal candidates
- Project Management Fundamentals to those working on projects within the organization
- Tools training to those using tools
- Time training for all
- Senior Management expectation training (Good for all involved)

Timeline for Training

- Training
 - PMP (35 hours minimum) Remember it's more than a test
 - Fundamentals (24 hours)
 - Tools (See next slide)

Timeline Training for Tools

- Enterprise Project Management (EPM)
 - Project Web Access (2-4 hours)
 - MS Project 2003 (16-24 hours)
 - Server Administrator (4 hours)
- Visio (4 to 16 hours)
- Templates and Processes (4 to 8 hours)

Timeline for Stability

- **Varies by Size and Projects in Existence**
 - Typical duration is 1.5 times the average project length of an organization
- **Not Necessarily Repeatable Yet**

Existing Project Cutover

- Define Cutover Strategy for Existing Projects
 - Work to a quarter (not a date)
 - Be Flexible
- Ride the Bull
 - Every project is different

Questions ?

Resources

- For this presentation, ideas were generated from the following sources:
 - PMP® Exam Success Series: Bootcamp Manual – Crosswind Project Management (Available on Amazon.com or www.crosswindpm.com)
 - PMI Compendium of Knowledge- 2003 (Available on Amazon.com)
 - *PMBOK Guide* Fourth Edition – PMI, 2008(Available on Amazon.com)

Presenter Background

- ABOUT THE PRESENTER:
- Tony Johnson, MBA, PMP, PgMP is the founder of Crosswind Project Management and has over 18 years of experience as a project manager in industries such as retail, defense, telecommunication, financial, consulting, hardware and software development, education, government and manufacturing, He has been a trainer and curriculum developer in areas such as technology manufacturing, electronic commerce and project management.
- Tony has created over 50 products to prepare for the PMP®, CAPM ® and PgMP® Exams. The products are in over 43 countries to date and were the first commercially available for the revised PMP® Exam. To date the products are the only products available for the new exam at the PMI Bookstore.
- Tony has taught project management internationally as well as throughout the United States. This has resulted in the delivery of thousands of hours of training aligned with PMI standards.

Contact Information

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Thank You

Closing thoughts...

Thank you for attending this session.
We hope you found this presentation
added value to your knowledge of
Project Management.

- Take a few moments to complete the Session Survey. We appreciate and value your feedback.
- Hand in your completed survey to **Registration**, you will receive a free raffle ticket for one of the drawings to be held in the Vendor Expo (see Conference Program Guide for details).