



Mastering Project Management Office (PMO)

► Upcoming Sessions

12-16 Aug 2024	Barcelona - Spain	\$5,950
21-25 Oct 2024	Dubai - UAE	\$5,950
18-22 Nov 2024	London - UK	\$5,950
10-14 Feb 2025	London - UK	\$5,950
12-16 May 2025	London - UK	\$5,950
20-24 Oct 2025	Dubai - UAE	\$5,950
17-21 Nov 2025	London - UK	\$5,950

► Training Details

Training Course Overview

Welcome to the Mastering Project Management Office (PMO) Training – your gateway to unlocking the power of effective project management within your organization! In today's dynamic business landscape, the role of PMOs has become increasingly vital for ensuring project success and aligning project outcomes with strategic objectives.

This intensive 5-day course is designed to equip you with the knowledge, skills, and strategies needed to establish, operate, and optimize a PMO that drives project excellence. Whether you're a seasoned project manager, a budding business analyst, an executive shaping organizational strategy, or simply keen on exploring the world of PMOs, this program offers invaluable insights and actionable tools.

Training Course Objectives

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

- Master PMO Fundamentals: Gain a deep understanding of PMO concepts, functions, and their pivotal role in modern project management
- Navigate PMO Frameworks: Explore a spectrum of project management frameworks, methodologies, and best practices to align with your organization's unique needs
- Harness PMO Processes: Dive into essential PMO processes from project initiation to closure and discover how they maximize project efficiency and success
- Leverage PMO Tools and Technology: Explore cutting-edge project management tools, analytics, and metrics to make informed decisions and optimize project performance
- Empower PMO Governance: Learn to establish governance structures, engage stakeholders, and ensure compliance while balancing flexibility
- Drive PMO Implementation: Develop a roadmap for successful PMO implementation and continuous improvement within your specific organizational context

Designed for

This training course is suitable to a wide range of professionals but will greatly benefit:

- ▶ Project Managers
- ▶ Business Analysts
- ▶ Program Managers
- ▶ Executives and Senior Leaders
- ▶ Anyone interested in PMO roles or responsibilities

Learning Methods

This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The facilitator will provide interactive presentation that incorporates slides, videos, group discussion, mental games, and practical exercises to examine all aspects of the topic.

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Day One: Understanding the PMO Landscape

- ▶ Introduction to PMOs: Definition, roles, and importance
- ▶ Types of PMOs: Enterprise PMO, Project-Specific PMO, and Center of Excellence
- ▶ Aligning PMOs with organizational strategy
- ▶ Establishing a compelling case for a PMO

Day Two: PMO Frameworks and Methodologies

- ▶ Project Management Frameworks (PMBOK, Agile, Waterfall)
- ▶ Choosing the right methodology for your PMO
- ▶ Adapting PMO processes to various project lifecycles
- ▶ Best practices for project initiation within a PMO

Day Three: PMO Processes and Tools

- ▶ Key PMO processes: Planning, Execution, Monitoring, and Closing
- ▶ PMO documentation and templates
- ▶ Leveraging project management tools for PMO success
- ▶ Data analytics, metrics, and performance measurement in a PMO

Day Four: PMO Governance and Stakeholder Management

- ▶ PMO governance structures and models
- ▶ Defining roles and responsibilities within a PMO
- ▶ Stakeholder identification and engagement strategies
- ▶ Effective communication and reporting in PMO governance

Day Five: Implementing and Maturing the PMO

- ▶ Steps to implement a successful PMO
- ▶ PMO maturity models and continuous improvement
- ▶ Developing a customized PMO roadmap
- ▶ Real-world case studies and success stories

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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