Certified Courses

Professional Certificate

Mastering the Project Management Office (PMO) From Establishment to Project KPIs and Dashboards

Why Attend

- The overall aim of this course is to provide participants with the knowledge required to build and manage the Project Management Office (PMO). The course involves coaching participants on assessing the project management maturity level of their organization and implementing strategies to improve it. The course also provides participants with the skills needed to design and apply project metrics and Key Performance Indicators (KPIs).

Course Methodology

- The course uses a mix of interactive techniques, such as brief presentations by the consultant and the participants, and psychometric assessments. The course also features the use of several group exercises and case studies followed by plenary discussions.

Course Objectives

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

- Relate organizational strategy to project framework
- Differentiate between the different types of PMOs and determining the characteristics of each type.
- Establish Project Management Office by applying an effective framework and increase the project maturity level of the organization.
- Create a project management methodology and governance.
- Define and select the right project metrics and KPIs
- Design a project dashboard and traffic light reports

Target Audience

- Project Management Office (PMO) directors and managers, members of project offices, project sponsors, functional managers, senior management, and all individuals involved in building and managing the PMO and project metrics and key performance indicators. Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).

Target Competencies

- Strategy execution
- Leadership
- Communication
- Planning and organizing
- Coaching
- Analytical thinking

The strategic PMO

- Portfolios, programs, and projects
- The link between strategy and projects
- Aligning strategy with projects
- Organizational Project Management (OPM)

PMO types and Structures

- The Project/Program/Portfolio Management Office (PMO)
- The Three Types of PMO
- Supportive PMO
- Controlling PMO
- Directive PMO
- Organizational structure for projects

Establishing a PMO

- Assessing the current condition
- Project analysis framework
- Templates and requirements
- Resource planning
- Common Causes of PMO Failure
- Project Management Maturity Model
- Common language
- Common processes
- Singular methodology
- Benchmarking
- Continuous Improvement
- Steps for increasing maturity level

Project management governance and methodologies

- Defining governance
- Matrix of prioritization model
- Establishing performance metrics
- Governance Steering Committee
- Change control system
- Gate reviews
- Project methodologies

Project Metrics and Key Performance Indicators (KPIs)

- Understanding project metrics
- Project metrics categories and types
- Defining Key Performance Indicators (KPIs)
- The need and use for project KPIs
- Selecting KPIs
- Benchmarking
- Earned Value Management System (EVMS)
- Most common project KPIs
- Metrics/KPIs and the Project Management Office (PMO)

Project dashboards

- Defining dashboards
- Benefits of dashboards
- Dashboard core attributes
- Rules for dashboards
- How to create a dashboard
- Choosing the correct KPI visualization components
- Designing your dashboard

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