

Course : PMO, setting up a project-based organization

Practical course - 2d - 14h00 - Ref. POM

Price : 1550 CHF E.T.

★★★★☆ 4,4 / 5

Non-harmonized management practices, projects not aligned with strategic objectives... these are the reasons for setting up a PMO (Project Management Office). After detailing the activities of the PMO and the conditions for its successful implementation, this course will review the steps involved in setting it up, and give you the keys to drawing up a diagnosis and defining objectives tailored to your organization.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the concepts, contributions and typical activities of a PMO
- ✓ Build a PMO model adapted to the organization's needs
- ✓ Planning the implementation of PMOs within an organization
- ✓ Use best practices and techniques to help implement a PMO

Intended audience

Design managers, PMO managers, methods managers, activity portfolio managers, project supervisors, IT department controllers.

Prerequisites

Basic knowledge of project management components and issues.

Course schedule

PARTICIPANTS

Design managers, PMO managers, methods managers, activity portfolio managers, project supervisors, IT department controllers.

PREREQUISITES

Basic knowledge of project management components and issues.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Steering environment. The role of the PMO

- Corporate challenges and the need for permanent reconfiguration. Globalization. Time to market.
- Resource management Value creation.
- Defining piloting. Problems to be solved.
- Project mode, a response to permanent change.
- Standardizing practices. Standards.
- Capitalizing on experience.
- The three levels of management in a PMO.
- Continuous synchronization of strategic vision (Orientation) and project portfolio (Decision).
- Project synchronization (Management).
- Pillars to master: organization, processes and tools.
- Develop collaborative behaviors.
- Generate business/project interactions.

Hands-on work

Reflect on situations requiring the implementation of a PMO. Define what needs to be done.

2 Definition of the Project Management Office (PMO)

- The different types of PMO.
- PMO, MOA, MOE and other corporate functions.
- Roles, responsibilities, skills required.
- Decision-making structures: a case study.
- The PMO's attachment to the three types of organization (functional, matrix, project-based).
- Several PMOs in the same company.
- Conditions for success, benefits and added value.

Hands-on work

Group reflection on examples. Try to position your own context.

3 Project Management Office activities

- Classification of PMO management activities.
- Project management support.
- Managing a portfolio of activities.
- Resource pool management.
- Implementation tools and methods: balance scorecard, risk/benefit mapping....
- Setting up a management tool.
- Planning tools for multi-project management.
- The recurring work plan once the PMO has been implemented.
- Average load, sizing, PMO difficulties.

Hands-on work

Setting up a methods repository and a dashboard. Discussions on typical project office activities.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 How do you set up a PMO?

- Raising management awareness, sponsoring change.
- Expectations and difficulties.
- Company priorities, environment, resources.
- PMO implementation maturity phases.
- The implementation project. Where to involve the project owner?
- Definition of a change strategy.
- Project management plan.
- Deployable change strategies according to parameters: time/urgency, expected results, stakeholder sociogram...

Hands-on work

Work on elements of PMO implementation (diagnostics, definition of objectives, stakeholder involvement, deployment stages, etc.).

Dates and locations

REMOTE CLASS

2026 : 1 June, 1 June, 14 Sep., 14 Sep., 14 Dec.,
14 Dec.