

## PROJECT DELIVERY

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**DWC**  
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# PROJECT MANAGEMENT OFFICE

In this briefing paper, the process to establish a PMO is outlined, and the need to customise to meet the organisation structure and project management maturity.

A PMO benefits an organisation by taking responsibility for the, project management discipline, project portfolio management as well as strategic project services.

An effective PMO reflects the culture and strategy of the organisation and is important for project governance, reporting and budget control.

The PMO can play a major role in driving continuous improvement in project management practices within the organisation.

A good PMO has a balance of skills and experience combining seasoned professionals, with team members who have enthusiasm, attitude and willingness to learn and grow into professional PM's.

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*"A PMO governs the management of projects with standards and repeatable practices..."*



## HOW TO SETUP A PMO

### Stage 1 - Define Purpose & Objectives

The initial phase establishes the purpose and parameters of the PMO and ensures there is a clear understanding of nature and scope. This stage will include project definition, stakeholder analysis and engagement plan.

### Stage 2 - Assess Project Management Maturity & Analyse Need

Analyse the current state and project management maturity. This phase identifies the issues, gaps, challenges, and key decisions to be made, including a review of existing project methods and assessment of the current project portfolio.

### Stage 3 - Design the PMO Structure & Practice

Identify from the requirements the appropriate PMO structure, governance, methodology, organisation design, competencies, and Areas of Responsibility. Including: (a) Strategic Project Management, (b) Project Services, (c) Project Controls, Training & Coaching, and (d) Method & Processes.

### Stage 4 - Design Process & Identity Systems

Define the tools, processes, procedures, document repository, standards, metric, and systems the PMO will need to operate.

### Stage 5 - Implementation Roadmap

Create the implementation strategy and project roadmap, detailing how the objectives, milestones, and operation of the PMO will be achieved.

### Stage 6 - PMO Charter

The charter establishes the purpose of the PMO's existence and defines its primary functions which include the PMO mission, sponsors, service portfolio, and structure.