

Project/Program Management Office Building Blocks

1 PMO Identity

- Strategy
- Vision
- Mission
- Values
- Goals and objectives



5 PMO Communications

- Newsletter
- Intranet/Internet
- Brochures
- Events



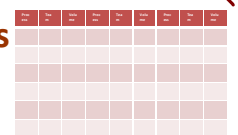
9 Project Life Cycle

- Identification
- Initiation
- Planning
- Execution
- Closure
- Procedure + KPIs + Portfolio level metrics, + OLA/SLAs



12 Logs & Registers

- Daily Log
- Action Log
- Issues Log
- Resource Allocation Log
- Risk Log
- Lesson Learnt Log
- Change Log
- Decision Register/Log



2 PMO Business Plan

- Marketing Plan
- Financial Plan
- Roadmap
- Operational Plan
- Organizational Structure



6 Portfolio Management

- Project/Program Intake process
- Resource management
- Capacity Planning, Utilization etc
- Procedure + KPIs + Portfolio level metrics, + OLA/SLAs



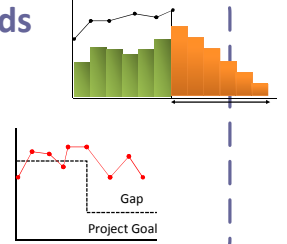
10 Plans

- Project Charter
- Project Approach
- Project Hierarchy
- Statement of Work (SOW)
- Resource Plan
- Financial/Cost Management Plan
- Milestone Plan
- Stakeholder Plan
- Quality Plan
- Communication Plan
- Quality Audits
- Handover
- Risk Management Plan
- Change Management Plan



13 Reports/Dashboards

- Portfolio Report
- Program Report
- Project Card



3 PMO Certifications

- Organization level Cert.
 - ISO9000
 - OPM3
- People Certifications
 - PMP
 - CAPM
 - Prince2



7 Program Life Cycle

- Pre-Program Preparation
- Program Initiation
- Program Setup
- Delivery of Program Benefits
- Program Closure
- Procedure + KPIs + Portfolio level metrics, + OLA/SLAs



4 PMO Automation

- Project Management System
- Collaboration
- Centralize Document Repository
- Reporting and Dashboards
- Project tracking
- Project Portfolio Management



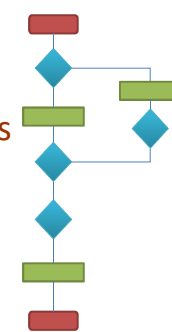
8 Benefit Management

- Benefit Identification
- Benefit Analysis & Planning
- Benefit Realization
- Benefit Transition



11 Process Framework & KPIs

- Governance Process
- Resource Management Process
- Change Management Process
- Issue Escalation process
- Dependency Management Process



15 Forms

- Project Intake Form
- Training Request Form
- Change Request Form
- Dependency Management Form
- Resource Assignment Form
- Kick off meeting Checklist
- Customer Feedback Form
- Quality Assurance Form
- Information Gathering Form
- Budget Increase Request Form



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