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PROJECT MANAGEMENT | PM-016

Mastering Project Management Office (PMO)

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Course content

Why Attend

Course Introduction

Welcome to the Mastering Project Management Office (PMO) Training – your key to unlocking the potential of effective project management within your organization! In today's fast-paced business environment, PMOs play a crucial role in ensuring project success and aligning project outcomes with strategic goals.

This Mastering Project Management Office (PMO) training course is designed to provide you with the knowledge, skills, and strategies required to establish, manage, and optimize a PMO that drives project excellence. Whether you're an experienced project manager, an aspiring business analyst, an executive shaping organizational strategy, or simply interested in the PMO field, this program offers essential insights and practical tools to enhance your project management capabilities.

Course Methodology

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.

Who should Attend?

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

Course Objectives

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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

Course outline

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

Course content

Course outline

- 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

Seminar dates

Available seminar dates

Live dates and pricing for Mastering Project Management Office (PMO) generated from the course details page.

Date	Location	Format	Fee
17 - 21 August 2026	Barcelona - Spain	Classroom	**€3,850.-**
21 - 25 September 2026	Paris - France	Classroom	**€4,500.-**
19 - 23 October 2026	Frankfurt - Germany	Classroom	**€3,250.-**
2 - 6 November 2026	Barcelona - Spain	Classroom	**€3,850.-**
21 - 25 December 2026	Frankfurt - Germany	Classroom	**€3,250.-**

Live online option	Online delivery is available at €1,850.-.