

# Starting a Project Office

*“Project offices are hot today. More organizations are either testing the project office waters or already have committed themselves to incorporating structures in their enterprises.”*

*-Thomas R. Block, PMP, and J. Davidson Frame, PMP, “Today’s Project Office: Gauging Attitudes”*

This program will teach participants how to create a center of excellence for project management within their organization. The focus of this program will be on understanding best practices and how to adapt that knowledge to improve project management practices. Participants will spend the day examining their organization by participating in several discovery exercises designed to give them an understanding of how project management fits into the success of their organization. Each participant will leave this program with a proven plan that they can put into action the next day at work to increase the impact of project management in their organization.

## Learning Objectives

- ◆ Understand the core principles of creating a project management office.
- ◆ Understand where your organization lies on the Capability Maturity Model.
- ◆ Understand the key success factors and core best practices of “The Best of the Best.”
- ◆ Assess your organization against the Fortune 500 Best Practices in Project Management.
- ◆ Identify and understand the opportunities for improvement in your project management office.
- ◆ Develop an action plan for creating a project management Center of Excellence in your organization.

## Audience

This course is designed for department heads, project managers, future project managers, and individuals or teams seeking to improve the effectiveness of project management in their organization.

## Course Outline

### ***Introduction to Project Management***

- ◆ Introduction to Project Management Concepts
- ◆ A Project Management Culture
- ◆ Introduction to a Project Management Center of Excellence

### ***Assessing the Role of Project Management in Your Organization***

- ◆ Review the Capability Maturity Model (CMM)
- ◆ Measuring Against the CMM
- ◆ Introduction to Best Practices
- ◆ Measuring Against Best Practices

### ***The Best of the Best***

- ◆ Five Steps in the CMM
- ◆ Review of the Results of the Project Management Benchmarking Forum
- ◆ Sharing of Best Practices by Participants

### ***GAP Analysis***

- ◆ Review Gaps Between Your Organization and Best Practices
- ◆ Select Focus Area for Great Payback

### ***Action Plan for Your Organization***

- ◆ Review the Project Management
- ◆ Developing a Communication Plan
- ◆ Developing a Detailed Project Plan

## Program Format – 1 Day

The program is one-day in length and is a combination of discussion, small-group exercises, and case studies. Case studies and exercises will be custom-tailored for the client company's individual needs. The maximum class size is 20, but for optimum results 12-16 participants is ideal.