

## **Project Management Office Implementation**

**NE Project Management Consultants** is an excellent choice for companies or organizations needing either specialized consulting services or direct project management assistance. **NEPMC**'s certified Project Management Professionals (PMPs) have extensive knowledge of the Project Management Institute's processes and procedures. These processes and procedures are globally recognized as "best practices" and are independent of any specific application area or industry focus. **NEPMC** combines this knowledge with over 30 years of engineering and project

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experience to bring the appropriate level of discipline and Project Management processes to bear based on the needs of your organization and project. This experience ranges from multi-million dollar projects to local volunteer efforts, and covers a wide assortment of industries and technologies, from enterprise related projects to design and development projects within the aerospace industry. This diverse background allows **NEPMC** to provide Project Management services on just about any project, independent of the industry or technology.

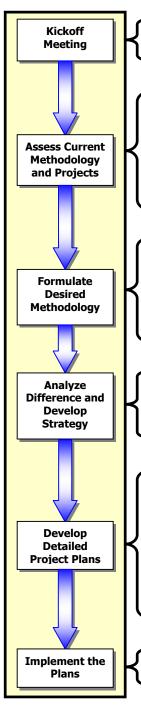
Establishing a common **Project Management Office (PMO)** may provide the best opportunity to maximize the potential benefit from the implementation of a common PM methodology. **NEPMC** understands that the larger the organization, the more difficult it becomes to realize the full potential of implementing a common project management methodology. Based on your organization's size, culture, project portfolio, and the maturity of your current project methodology and processes, establishing a common Project Management Office (PMO) may provide the best opportunity to maximize the potential benefit.

Again, based on the specific needs of your organization, the PMO can have a wide range of responsibilities and authority, ranging from defining the processes and methodology to controlling the organization's project portfolio as follows:

Minimum

- Establish and implement a common set of PM processes and methodologies.
  - Provide training, coaching and mentoring.
  - Ensure processes and methodologies are properly implemented.
  - Track and report project status and performance.
  - Provide Project Management staff to other functional areas.
  - Manage projects and programs.
- Maximum o Monitor and control the organization's project portfolio.

Based on the specific needs of your organization, the PMO can have a wide range of responsibilities and authority. The first task in implementing a PMO is to determine a strategy to move your organization from how they are currently executing projects to how they need to be executing projects in order to be effective and successful. **NEPMC** will assess your current methodology, formulate a desired methodology, analyze the difference, and develop a strategy to successfully transition your organization.



**NEPMC** will start with a kickoff meeting with your key PMO stakeholders to align expectations and describe in detail how the development of a PMO deployment plan will be accomplished for your organization.

The assessment of the current methodology will be accomplished using stakeholder interviews, surveys with key personnel, a review of the business strategic objectives, and a review of selected projects within the current portfolio to determine the current state of project management policies as well as the level of discipline to which they are being followed. This review will include all project generated documentation as well as project performance information. As this process is essentially a cultural change, stakeholder buy-in is critical and this assessment will therefore be circulated for review and approval.

Like the assessment above, stakeholder vision of the future methodology will be obtained in a similar fashion with guidance from **NEPMC** based on their knowledge of PMI's "best practices". This will include not only the desired process flow but also the deliverables to be produced as part of that process (reports, logs, etc.), and the project related roles and responsibilities of individuals. The desired role of the PMO and how it should fit within the organizational structure will also be determined. This will again be followed by a review and approval process designed to enhance buy-in.

Based on an analysis of the the above, the differences will be identified not only with respect to processes and deliverables, but also organizational and cultural impacts and personnel skill sets. A strategy will be formulated to bridge those differences and will include the overall approach, timeframe, sequencing, risks, assumptions, staffing and priorities. Again, stakeholder buy-in/approval will be obtained.

Once the strategy is approved, detailed project plans will be developed for the implementation of that strategy. We are after all promoting a structured project management methodology and the establishment of a PMO is in fact a project or a series of projects. Although the implementation could be one large project, smaller incremental projects tend to be more successful when introducing change. In any case, it is especially important to demonstrate the effectiveness of the methodology by example and to use those processes you will be promoting to the rest of the organization. Based on the desired role of the PMO, **NEPMC** will develop a comprehensive set of project plans to guarantee successful implementation of the strategy and the adoption by the organization of the necessary changes.

Finally, **NEPMC** will work with your staff through all the phases of the projects, from initiation to closing, providing the benefit of their years of experience and knowledge of the Project Management Institute's "best practices".