



PMO: Set up and Sustain Project Management Office

Objective:

Today, managing project is more complicated and faces challenges with constraints limiting the project success. Organizations have instituted project management to drive successful implementation of projects. Establishing an entity called Project management office (PMO) is one of the important practiced features to support project managers, coordinate, centralize organizational project management and standardize tools, templates, procedures, and methodology for consistencies and efficiency.

The course is intended for the management, PMO manager and PMO staffs who would like to manage the PMO to support business. Participants will get best practices in setting up, managing and sustaining the project management office as a center of project excellence.

Who Should Attend: People related to projects and PMO:

- Management people who manage or coordinate projects
 - o Corporate Manager
 - o Project Manager
- People who facilitate managing multiple projects or track project progress
 - o Head of PMO
 - o PMO staffs
 - o Project members who support project managers in terms of project reporting, project schedule and project monitoring and control

Course Benefit:

Participants will:

- Understand the PMO characteristics, responsibilities and functions
- Learn how to implement a PMO in organizations
- Learn how to improve project management in organizations
- Learn how to support and monitor projects in order to drive more success for project delivery

Duration:

2 days (12 hours, 12 PDUs), 09:00 – 16:00

PMI Skills:

Ways of Working 11 PDUs, Power Skills 1 PDUs

Training Date:

See Training Schedule on www.knowledgetraining.com

PMO 2024



Venue:	Jasmine City Hotel, Soi Sukhumvit 23, Asoke, Bangkok
Method:	Lecture and workshops
Language:	Thai
Instructors:	Arintra Punyayuttakan, PMP, PMI-ACP, CSM, CSPO, LeSS, CSQA, CSTE, CSPM, MCTS
Registration:	Fill in the Registration Form in Training Schedule page of www.knowledgetraining.com
Course Outline:	Set up and Sustain Project Management Office

Day 1

- Definition of project, program, portfolio and project management office (PMO)
- How project portfolio management support business strategy?
- *Workshop & Case Study : Business strategy cascade down to project portfolio management*
- Why CEO, COO, CIO need PMO?
- Value & Benefit of PMO
- Types and Roles of PMO
- Establish PMO responsibilities within the organization
- Roles and Responsibilities of
- The PMO: promoter of project management excellence
- Project Management Maturity Model
- *Workshop & Case Study : Project Management Maturity Level Assessment*

Day 2

- Establishing Project Management Office (PMO)
 - o How PMO manage stakeholder involvement?
 - o How PMO gain support from top management?
 - o Addressing PMO challenges & risks
 - o Implementing the roadmap to mature the PMO
- *Workshop & Case Study : Step by Step to Establish PMO*
- How to manage & sustain PMO?
- How to setup project management single methodology?
 - o Standardizing and Automating Project Management Processes
 - o Recognizing the benefits of standardization
 - o Building/updating processes for your environment

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- o Developing standard document templates
- o Performing independent project audits
- o How to measurement & improve project management process?
- *Workshop & Case study : Project QA lead to Continuous Improvement*
- Develop Project Manager Competency
 - o How to improve project manager competency?
 - o Building strong project / portfolio management competencies
- Implementing a content repository
 - o Establishing standards for storing all project content
 - o Identify and Communicate Projects Dependencies
 - o Establishing project lesson learned & knowledge management
- Analyzing and Reporting project portfolio progress
 - o Applying Performance Measures
 - o Incorporating Earned Value Management (EVM) to KPI
 - o Measuring project costs and benefits against the plan
 - o Collecting and reporting to top management
 - o Ensuring Proper Governance

Course Fee: 15,900 Baht
Early Bird 12,900 Baht - to be paid 2 weeks prior to training



(Baht)	Course Fee	VAT 7%	Total (No Withholding Tax)	Withholding Tax (3%)	Total with Withholding Tax
Normal Rate	15,900	1,113	17,013	477	16,536
Early Bird Rate	12,900	903	13,803	387	13,416

Payment: Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name “บริษัท โนวเลดเจอร์ จำกัด”

Bank	Branch	Account Type	Account No.
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	สุขาภิบาล 1 (บางบอน)	ออมทรัพย์	716-2-50476-7
	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

2. By Cheque – Please pay A/C Payee Cheque to “Knowledger Co., Ltd.” (“บริษัท โนวเลดเจอร์ จำกัด”)

To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgertraining.com. Knowledger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

หน่วยงานราชการและนิติบุคคล สามารถหักภาษี ณ ที่จ่ายได้ตามหลักเกณฑ์
ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย
บริษัท โนวเลดเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอนเหนือ เขตบางบอน กทม. 10150

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