

JOB DESCRIPTION PROJECT MANAGEMENT OFFICE PMO MANAGER (DOWNLOAD ONLY)

Project Management Office (PMO)

Since project management offices began to appear in organizations over the last decade, project management practitioners and their organizations have been asking how to structure project management offices (PMOs) and what functions to assign them. In *The Project Management Office (PMO): A Quest For Understanding*, authors Brian Hobbs and Monique Aubry address these questions, providing a look at how PMOs exist today, and some clues about how and why they're changing. Of particular interest to practitioners, the authors address the roles that PMOs play in organizations, which provides valuable insights for better creating, structuring and governing PMOs. When designing a PMO, an organization has a variety of choices regarding the PMO's structure and role assignment. By providing a way to define PMOs by type, this research explores how to set up and define a PMO, depending upon the specific type of PMO. The authors discuss the many bases for the types of PMOs, including structural characteristics and functions, and how these types affect the PMO's role in the organization.

The Complete Project Management Office Handbook

The Complete Project Management Office Handbook, Second Edition identifies the PMO as the essential business integrator of the people, processes, and tools that manage or influence project performance. This book details how the PMO applies professional project management practices and successfully integrates business interests with project g

The Advanced Project Management Office

The Project Management Office (PMO) is a rapidly emerging concept in project management that has evolved in terms of its application, sophistication, and proven results. Most literature on the subject focuses on a specific facet or purpose of PMO. *The Advanced Project Management Office: A Comprehensive Look at Function and Implementation* provides an all-inclusive description of the PMO and allows project management professionals to select the features most appropriate and relevant to the issues at hand, while keeping the full PMO picture in perspective. The authors illustrate how the PMO can be used to reduce costs of projects, decrease time to market for new products, increase corporate profits, and ensure project success. This reference covers all aspects of PMO in a format that is easy to read and understand. It discusses the motivations for adopting a PMO, including project performance, project manager competency, the organizational desire to excel, and much more. Both short-term and long-term functions are identified and discussed. WBS-like structures are developed for use in the process of evaluating project performance during the life-cycle of the project. Ideal for senior project management professionals and as an advanced project management training program, the book presents two related models that deal with the evaluation of project performance from the vantage point of the client as well as the project team. With so many industries becoming project team driven, *The Advanced Project Management Office* will help project managers ensure project success and improve their company's bottom line. Check out a video of Ginger Levin discussing *The Advanced Project Management Office*:

<http://www.youtube.com/watch?feature=youtu.be&v=TRgVjR4v130&gl=GB>

Creating the Project Office

Creating the Project Office is written for managers who are searching for ways to transform their organizations into more effective and efficient project-based workplaces. As this important book reveals, there is no more effective way to make that change than to create a project office tailored to the needs of the organization. While a project office model leads to better products from projects, it is also a vehicle for generating overall organizational change -- by transforming the organization from function-based to project-based. This model incorporates projects into the very fabric of the organizational strategy and revitalizes organizations, creates competitive advantage, and increases shareholder value.

The Program Management Office Advantage

This resource introduces readers to the fundamentals of program management, detailing the reasons for setting up a program management office, and showing them step-by-step how to do so. Both comprehensive and easy to understand, this is an indispensable introduction to this important and powerful trend in project management.

Leading Successful PMOs

Many organizations profit hugely by utilizing a Project Management Office (PMO); it means they achieve benefits from standardizing and following project management policies, processes, and methods. However, building an effective PMO is a complex process; it requires clear vision and strong leadership so that, over time, it will become the source for guidance, documentation, and metrics related to the practices involved in managing and implementing projects. Leading Successful PMOs will guide all project based organizations, and project managers who contribute to and benefit from a PMO, towards maximizing their project success. In it, Peter Taylor outlines the basics of setting up a PMO and clearly explains how to ensure it will do exactly what you need it to do - the right things, in the right way, in the right order, with the right team.

The Program Management Office

The effective management of project portfolios has become a growing challenge for industry, government, and other institutions. This text provides expert advice, information, concepts, and working models for all organisations wishing to improve, standardise, and optimise their project management.

Getting It Done

If you work hard to “Get It Done,” this book is for you. In this collection of articles from the Project Management Institute’s award-winning PM Network® magazine, practitioners from around the world share how they get things done—and how they take their careers to where they want to go. Their advice does not just center on the technical aspects of project management. The articles also cover leadership issues as well as strategic and business management—all three legs of the PMI Talent Triangle™, a symbol for what employers are looking for when hiring project management talent. Within this book you will find inspiring stories that vividly demonstrate the value of your profession. If you are considering project management as a career, the close-up looks at the types of challenges project managers face every day will give you new perspectives.

The Project Management Office (Pmo) As a Pop-up Shop

What is needed to get better project results? How do you get your temporary project office up and running quickly and structured? What kind of activities can a PMO employee undertake? How do you deal with a project or programme manager as a PMO employee? How do you get more time for stakeholder management as a project manager? These questions and more will be answered in this book. This book is a possible

scenario to get to your own pop-up PMO roadmap and career. Sue Vowler (author of P3O): \"This book a great analogy and perfectly describes the world of the temporary programme or project office. It fills the gaps in P3O, answering the “how do I do this?” question, and is a true practitioners guide to setting up, running and closing down temporary PMOs.\" Peter Taylor (author of Leading successful PMO's and The lazy projectmanager): \"The book provides many practical examples as well as tools and templates that readers can use at their will as they follow along the roadmap to PMO succes.\"

The relationship between Project Management Office (PMO) and project management success within organizations

Literature Review from the year 2016 in the subject Business economics - Business Management, Corporate Governance, Queensland University of Technology (Science and Engineering), course: IFN600, language: English, abstract: Project Management Offices (PMOs) have been established by organisations over the past decades. The literature review investigates the relationship of project management success and the existence of PMOs. My research topic is to look into how a PMO function can help with successful project delivery and what PMO model in particular is proven to manifest. This study is important when considering the monetary loss of US\$122 million for every US\$1 billion invested.

The PMOSIG's Program Management Office Handbook

This handbook developed by the Project Management Institutes Program Management Office Specific Interest Group (PMOSIG) provides practical guidance to the project Management and PMO community on a variety of topics in the areas of: PMO Strategic and Tactical Management, PMO Governance, PMO Services, PMO Set-up and Execution, and PMO Performance and Maturity. It features insightful contributions from more than 20 subject matter experts, successful practitioners, distinguished authors and thought leaders with a variety of backgrounds and experiences from around the World. The authors include best practices and case studies for successfully aligning PMOs to business objectives, and delivering benefits/ROI, as well as numerous proven tools, templates, policies, procedures, standards, methodologies and processes for successfully developing, and managing PMOs and for expanding their scope of services.

Project Management For Dummies

Get the job done on time and within budget.

PMO Competency Framework

The PMO Competency Framework is a guide for PMO professionals interested in assessing and developing organisation-wide, team and personal competences within a PMO environment. This publication provides a standard and a toolset to allow PMO professionals to understand, assess and develop the skills, behaviours and experience to achieve their PMO goals and career potential. Aligned with the House of PMO Essentials examinations from APMG International; it serves as an official reference guide for the course

The Complete Project Management Office Handbook, Third Edition

This updated and completely revised edition of a bestseller extends the concepts and considerations of modern project management into the realm of project management oversight, control, and support. Illustrating the implications of project management in today's organizations, The Complete Project Management Office Handbook, Third Edition explains how to use the project management office (PMO) as a business integrator to influence project outcomes in a manner that serves both project and business management interests. Helping you determine if a PMO is right for your organization, this edition presents a five-stage PMO competency continuum to help you understand how to develop PMOs at different

competency levels and associated functionalities. It also identifies five progressive PMO development levels to help you identify which level is best for your organization. Updates to this edition include: A refinement of the 20 PMO functions that guide PMO setup and operations A new section that provides an effective evaluation of PMO maturity indicators based on the prescribed 20 PMO functions presented in the handbook A new section on Establishing a Project Management Office that details a comprehensive process for determining the needs, purpose, and functionality for a new PMO Best practices that have cross-industry value and applicability The book includes checklists, detailed process steps, and descriptive guidance for developing PMO functional capability. The up-to-date PMO model defined will not only help you better understand business practices in project management, but will also help you to adapt and integrate those practices into the project management environment in your organization. For anyone associated with start-up and smaller PMOs, the book explains what can be done to create less rigorous PMO functional capabilities. It also includes helpful insights for those who need to specify and demonstrate \"quick-wins\" and early PMO-based accomplishments in their organization.

The Pmo Manual - How to Design a Pmo That Works!

Do you need to setup a PMO? Perhaps you want to find out more about PMO's? The PMO Manual can help with these questions and many more. The PMO Manual covers all of the important steps of designing and implementing a Project Management Office (PMO). Even including a plan on how the information can be used to implement a PMO in 4 weeks. The book contains 26 chapters that cover all of the important aspects and useful checklists. This is designed so you can quickly learn what is needed and then complete the task. The book is based on over 25 years experience of designing and implementing global PMO's for multi national organisations. The PMO Manual - your very own PMO playbook.

The New One-Page Project Manager

How to manage any project on just one piece of paper The New One-Page Project Manager demonstrates how to efficiently and effectively communicate essential elements of a project's status. The hands of a pocket watch reveal the time of day without following every spring, cog, and movement behind the face. Similarly, an OPPM template reduces any project—no matter how large or complicated—to a simple one-page document, perfect for communicating to upper management and other project stakeholders. Now in its Second Edition, this practical guide, currently saving time and effort in thousands of organizations worldwide, has itself been simplified, then refined and extended to include the innovative AgileOPPM™. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPM™ and an overview of MyOPPM™ template builder, available on-line Includes references throughout the book to the affiliated sections in the Project Management Body of Knowledge (PMBOK®) Shows templates for the Project Management Office (PMO) This new and updated Second Edition will help you master the one-page approach to both traditional project management and Agile project management. (PMBOK is a registered marks of the Project Management Institute, Inc.)

The Lazy Project Manager

The Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work–life balance.

Mastering Project Management Strategy and Processes

Randal Wilson gives managers powerful insights and tools for structuring and managing any project based on business strategy and how that project will be used. Starting with project objectives, it demonstrates how to establish processes that optimally group actions at each stage of the project lifecycle -- thereby maximizing

the likelihood of success.

Project Manager

There is a great confusion in the market concerning positions for project professionals, and it is very common to see advertising opportunities for Project Managers that require academic expertise, PMP certification and extensive experience in projects. As well as vacancies for Project Managers where it is crucial that the professional has a great capacity to perform technical functions, such as software programming. These are just two superficial examples of how many people, especially the market is a bit confusing not only for the definition of the function name but mainly the functions to be performed by professionals.

The Complete Project Management Office Handbook

Today's project managers find themselves in the dual roles of technical expert and business leader. As project management has evolved, the need has emerged for an organizational entity to manage complexities and ensure alignment with business interests. A project management office (PMO) coordinates technical and business facets of project management and achieves the goals of oversight, control, and support within the project management environment. The Complete Project Management Office Handbook identifies the PMO as the essential business integrator of the people, processes, and tools that manage or influence project performance. This book details how the PMO applies professional project management practices and successfully integrates business interests with project goals, regardless of whether the scope of the PMO is limited to managing specific projects or expanded to the level of a full business unit. People at all levels of the project and business spectrum will benefit from this volume. The Handbook focuses on how to establish PMO functionality to meet the requirements of project stakeholders. It presents 20 pertinent PMO function models, providing guidance for developing PMO operating capability that is applicable to any organization. It also presents these functions relative to five stages of progressive PMO development along a competency continuum, demonstrating potential PMO growth from simple project control up through its alignment within a strategic business framework.

Portfolio and Programme Management Demystified

This book presents the techniques of multi-project management in a lively, approachable manner, covering budgets, cost control, planning problems and matrix management formulae.

Master of Science in Project Management - City of London College of Economics - 10 months - 100% online / self-paced

Overview A MScPM (or Master of Science in Project Management) is a degree that will prepare you for a role as (Senior) Project Manager/Director Project Management. Content - Building the action plan: scheduling, estimating and resource allocation - Achieving stakeholder satisfaction through project control - Project risk management - A model for building teamwork - New project development processes - Enterprise project management - Quick tips - Speedy solutions - Cutting-edge ideas - Making good decisions - Ideas and what to do with them - Leadership and trust - What to do when things go wrong - Over 120 new exercises to practice what you've learnt Duration 10 months Assessment The assessment will take place on the basis of one assignment at the end of the course. Tell us when you feel ready to take the exam and we'll send you the assignment questions. Study material The study material will be provided in separate files by email / download link.

Managing Change in Organizations

Managing Change in Organizations: A Practice Guide is unique in that it integrates two traditionally

disparate world views on managing change: organizational development/human resources and portfolio/program/project management. By bringing these together, professionals from both worlds can use project management approaches to effectively create and manage change. This practice guide begins by providing the reader with a framework for creating organizational agility and judging change readiness.

Advanced Project Portfolio Management and the PMO

Advanced Project Portfolio Management is a comprehensive book which presents a roadmap for the achievement of high value enterprise strategies and superior project management results. It provides methods for best project selection, faster completion, optimal project portfolio management, and how to explicitly measure the PMO for rapidly increasing project ROI.

Organizational Project Management

This concise text introduces an integrated view of all project management-related activities in an organization, called Organizational Project Management (OPM). Practical cases from several organizations, as well as popular theories such as the Resource-Based Theory and Institutional Theory provide for an insightful yet realistic understanding of OPM as an integrative tool for organizations to improve their efficiency and effectiveness.

Nine Practices of 21st Century Leadership

Near the end of the 20th Century, the leadership concept radically evolved away from the traditional concept of accomplishing work through others. Unfortunately, too many professionals unconsciously still have faulty traditional assumptions that can get them, their teams, and their organizations in trouble. The author has researched the evolution of leadership and summarizes seven contemporary principles, twenty-six underlying leadership beliefs, and nine crucial practices of 21st Century Leadership. While too many leadership books focus on qualities, DePaul explains specific behaviors for practicing leadership. The second edition includes new research about leadership and leadership development. With the pandemic, organizations have had to rely more on effective leadership to build high-performing teams, often at a distance. Training departments have had to radically update how they develop employees at all levels, and executive coaches have transitioned to virtual client support. With all these environmental changes as well as new social pressures on organizations to embrace diversity, equity, and inclusion, organizations need to change how they lead and avoid allowing their culture to develop by chance.

APM Competence Framework

Why do so many software projects fail? The reality is that many of these projects are led by programmers or developers thrown into the role of project manager without the necessary skills or training to see a project through successfully. Patricia Ensworth has written a hands-on survival guide designed to rescue the "accidental project manager" and help them to quickly ramp up on all key areas involved in software project management. This book provides a no-nonsense, jargon-free approach to getting the job done. With the help of useful templates, checklists, and sample forms, as well as pointers to essential resources, Ensworth gives concise, easy-to-understand advice on everything needed to hit the ground running--including phases of project development, role assignment in the development team, the tools of the trade, and criteria for success.

The Accidental Project Manager

Describing the initiation, design, execution, and control of a strategic project office, this book provides step-by-step instructions for establishing a PMO. The author emphasizes cost management, cultural change, risk assessment, resource allocation, and skills tracking to increase project value, organizational efficiency, and

productivity. He explores various aspects relating to planning and implementing the strategic project office, and concludes by considering how to change the organizational culture to match the new organization. Concise and easy, the book covers the many pitfalls and minefields and provide strategies to avoid them.

The Strategic Project Office

Effective project decision making is recognised as a key feature of successful projects. Ineffective decision making leads to project delay and failure. Project Governance takes readers through the logical steps required for the establishment of a project governance framework for a project or organisation. Starting with problems typical of ineffective project governance, it develops a set of principles designed to overcome these problems and builds a framework based on these principles. This comprehensive guide explains how to populate the framework effectively, provides the accountabilities and responsibilities of the main roles , and describes how to integrate the project governance framework into the organisation. Whether you are a project management practitioner or a student of project management, the lessons learned in this valuable handbook make for essential reading.

Project Governance

Optimizing Human Capital with a Strategic Project Office explores the SPO's potential to transform an enterprise by making the most of people within an organization. This volume provides an exhaustive review of topics such as the hiring, retention, measurement, training, and professional development of knowledge workers in project management. This book's chapters summarize the latest thinking regarding these issues and offer a model of how the best aspirations of workers can become reality through the medium of the SPO. The authors explore the best practices of project-savvy organizations and offer detailed information on proven models for assessing and developing competency, building inspired teams, and creating a working environment in which motivation thrives. The book includes a set of model role descriptions for staffing the project office--on a divisional or enterprise level--based on original research by the authors. The book opens by focusing on the business case for reorganizing companies around the managing-by-projects model, the roles of executives in implementing project management change initiatives, and the nuts-and-bolts topics of project personnel management, such as competency, recruiting, and rewards. The final section reviews current developments and trends, identifying the "people management" issues that generate the greatest organizational changes. Appendices provide examples of tools for establishing project-friendly HR practices under the auspices of a Strategic Project Office.

Optimizing Human Capital with a Strategic Project Office

In *Choosing Appropriate Project Managers*, the authors set out to challenge two commonly held – and related – views found in the project management community: Project Manager as a tool: The project manager is simply a facilitator for the project management process and that implementing the right systems and procedures are more important than any individual project manager. Project management is universal: Once an individual has acquired the skills of project management, that individual can manage any type of project, regardless of technology, industry or domain knowledge

Choosing Appropriate Project Managers

Why and how the use of the project management office is relevant for project-based organizations? Will the project fail if the change request is not executed? Are there management groups (existing or new) to which the PMO will send a representative? What kind of project management support/system are you using in your work today? How do you know that the already stated selected projects are given the best opportunity to succeed from the very start? This premium Project Management Office PMO self-assessment will make you the credible Project Management Office PMO domain auditor by revealing just what you need to know to be fluent and ready for any Project Management Office PMO challenge. How do I reduce the effort in the

Project Management Office PMO work to be done to get problems solved? How can I ensure that plans of action include every Project Management Office PMO task and that every Project Management Office PMO outcome is in place? How will I save time investigating strategic and tactical options and ensuring Project Management Office PMO costs are low? How can I deliver tailored Project Management Office PMO advice instantly with structured going-forward plans? There's no better guide through these mind-expanding questions than acclaimed best-selling author Gerard Blokdyk. Blokdyk ensures all Project Management Office PMO essentials are covered, from every angle: the Project Management Office PMO self-assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that Project Management Office PMO outcomes are achieved. Contains extensive criteria grounded in past and current successful projects and activities by experienced Project Management Office PMO practitioners. Their mastery, combined with the easy elegance of the self-assessment, provides its superior value to you in knowing how to ensure the outcome of any efforts in Project Management Office PMO are maximized with professional results. Your purchase includes access details to the Project Management Office PMO self-assessment dashboard download which gives you your dynamically prioritized projects-ready tool and shows you exactly what to do next. Your exclusive instant access details can be found in your book. You will receive the following contents with New and Updated specific criteria: - The latest quick edition of the book in PDF - The latest complete edition of the book in PDF, which criteria correspond to the criteria in... - The Self-Assessment Excel Dashboard - Example pre-filled Self-Assessment Excel Dashboard to get familiar with results generation - In-depth and specific Project Management Office PMO Checklists - Project management checklists and templates to assist with implementation **INCLUDES LIFETIME SELF ASSESSMENT UPDATES** Every self assessment comes with Lifetime Updates and Lifetime Free Updated Books. Lifetime Updates is an industry-first feature which allows you to receive verified self assessment updates, ensuring you always have the most accurate information at your fingertips.

Project Management Office PMO A Complete Guide - 2020 Edition

Annotation In addition, The Future of Project Management examines the challenges facing the longevity of project management as a profession. This is a book for anyone interested in project management--along with business leaders and others who enjoy exploring the future, understanding its implications, and learning to deal with change.

The Future of Project Management

Describing the initiation, design, execution, and control of a strategic project office, this book provides step-by-step instructions for establishing a PMO. The author emphasizes cost management, cultural change, risk assessment, resource allocation, and skills tracking to increase project value, organizational efficiency, and productivity. He explores various aspects relating to planning and implementing the strategic project office, and concludes by considering how to change the organizational culture to match the new organization. Concise and easy, the book covers the many pitfalls and minefields and provide strategies to avoid them.

The Standard for Portfolio Management

A practical guide to maximize your benefits, and improve delivery of your corporate strategy! To stay competitive, companies need not only forward-thinking vision, but to effectively execute that vision. In this book, Eugen Spivak focuses on excellence in execution of corporate initiatives and serves as a strategic partner for establishing, improving, and running world-class PMO. The book is written from a business-transformation perspective, offering an abundance of specific recommendations, extraordinarily practical tips, and effective advice on establishing and improving Project Management Office. In addition to counsel on the setup of PMO, the book features real-world examples extracted from the more than a hundred initiatives Eugen has carried out. Further, the book highlights the practical tips on how to improve delivery of portfolios, programs, and projects, and thus offers a range of time-tested best practices for managing portfolios, programs, and projects. Using PMO Governance as a guide, you will receive: • Proven techniques

to improve execution of your corporate strategy. • An effective approach for streamlining decision-making, transparency, and oversight. • Proactive insights about all the areas that make PMO successful. • Handy tips for how to spot delivery problems and what to do about them. • Efficient techniques for better running your portfolios, programs, and projects. • Guidelines to managing different types of programs and projects, including megaprojects. • Practical recommendations for making you a more effective leader. By applying principles in this book, your organization will improve maturity of its governance and achieve more desired performance results for the portfolio of program and projects it runs.

The Strategic Project Office

To manage projects, you must not only control schedules and costs: you must also manage growing operational uncertainty. Today's powerful analytics tools and methods can help you do all of this far more successfully. In *Project Management Analytics*, Harjit Singh shows how to bring greater evidence-based clarity and rationality to all your key decisions throughout the full project lifecycle. Singh identifies the components and characteristics of a good project decision and shows how to improve decisions by using predictive, prescriptive, statistical, and other methods. You'll learn how to mitigate risks by identifying meaningful historical patterns and trends; optimize allocation and use of scarce resources within project constraints; automate data-driven decision-making processes based on huge data sets; and effectively handle multiple interrelated decision criteria. Singh also helps you integrate analytics into the project management methods you already use, combining today's best analytical techniques with proven approaches such as PMI PMBOK® and Lean Six Sigma. Project managers can no longer rely on vague impressions or seat-of-the-pants intuition. Fortunately, you don't have to. With *Project Management Analytics*, you can use facts, evidence, and knowledge—and get far better results. Achieve efficient, reliable, consistent, and fact-based project decision-making Systematically bring data and objective analysis to key project decisions Avoid “garbage in, garbage out” Properly collect, store, analyze, and interpret your project-related data Optimize multi-criteria decisions in large group environments Use the Analytic Hierarchy Process (AHP) to improve complex real-world decisions Streamline projects the way you streamline other business processes Leverage data-driven Lean Six Sigma to manage projects more effectively

PMO Governance

The Project Management Office (PMO) is a rapidly emerging concept in project management that has evolved in terms of its application, sophistication, and proven results. Most literature on the subject focuses on a specific facet or purpose of PMO. *The Advanced Project Management Office: A Comprehensive Look at Function and Implementation* provides a

Project Management Analytics

Your Complete Guide to Project Management Metrics is Here! *Metrics for Project Management: A Formalized Approach* describes a comprehensive set of project management metrics in an easy-to-read format. Through a unique presentation of metrics through the categories of “things,” “people,” and “enterprise,” you'll learn how metrics can: • Guide you toward informed decisions • Help the enterprise recognize the sum of its collective capabilities • Ensure that plans for producing and delivering products and services are consistently realistic, achievable, and attainable • Link the efforts of individual team members with the overall success of the project • Indirectly promote teamwork and improve team morale

The Advanced Project Management Office

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