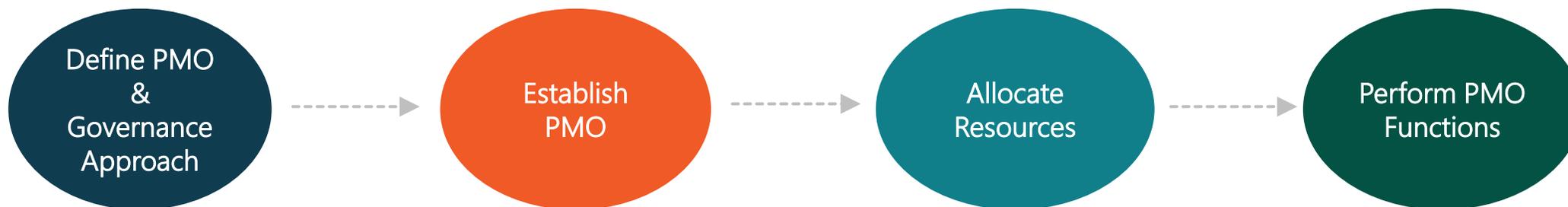


Establishing a Project Management Office



The Function of the PMO:

Functions of a PMO will vary, and staffing and responsibilities will be scaled based on the organization's needs and their appetite for multiple project initiatives.

Typical functions include the following:

- Risk & Issues Management
- Standards Management
- Stakeholder Management
- Performance Management
- Cost Management
- Resource Management
- Change Management
- Integration Management

Delivering Critical Success Factors:

Project management provides the roadmap and communication mechanism for successful execution of projects and programs to include the following:

- An integrated master plan
- Well defined communication plan
- Identification of risks, issues and dependencies
- Attention to project tracking and reporting
- Strong executive support
- Clear set of goals, expectations and requirements
- Strong project management skills
- Measurable performance metrics
- Active participation and input from business units
- Well defined set of roles and responsibilities