

PMO PROGRAMME AND PORTFOLIO WORKSHOP

3 DAYS
(CLIENT ONLY)

WORKSHOP OVERVIEW

Organisations striving to be number one in their space recognise the need to pivot to the shifting currents and trends in their industries. Increasingly, modern organisations need to be more Lean, Agile, and adaptable to stay relevant and stay ahead of the competition. This requires an adaptable mindset and a set of practices across the entire spectrum of an organisation's capabilities. In particular, the planning and decision making capabilities of an organisation need to become as adaptable as their ability to produce and deliver. Getting all of these elements to work together seamlessly and sustainably takes more than education; it takes leadership, initiative, commitment and a plan.

The PMO Programme and Portfolio Workshop transfers what you have learned about Lean, Agile, and Project Management and applies a proven Strategy Execution technique to build an adoption plan for this exciting technique. Whether participants are planning to use Lean and Agile PMO Programme and Portfolio management for a mission-critical project, seeking recovery for a troubled project or orchestrating a complex problem, the resultant adoption plan acts as a road map that provides greater agility, flexibility, and value delivery for their organisation.

The three day Workshop is an intensive and highly-facilitated planning session using a wall-based methodology. The workshop is led by a StratEx expert facilitator and equips participants with the skills and techniques needed to craft an accurate, measurable, valuable and relevant plan for any PMO Programme and Portfolio implementation initiative.

LEARN HOW TO

- ✓ Identify and define project objectives and project parameters
- ✓ Document team roles & responsibilities
- ✓ Identify and define major deliverables (MD) that deliver the POS
- ✓ Build an initial schedule that delivers the MDs
- ✓ Identify key risks and develop preliminary risk management plans
- ✓ Capture issues for later resolution
- ✓ Determine next steps and actions

WORKSHOP TOPICS

Project Parameters

- The Strategic Execution Framework
- Project Overview
- Project Parameters to Be Documented
- Project Objective Statement (POS)

Major Deliverables

- Major Deliverable "Chunks of Work"
- MD Descriptions
- MD Description Template

Roles and Responsibilities

- Project Organisation
- Team Roster
- Roles and Responsibilities

WBS (Inputs/Outputs)

- The Work Breakdown Structure
- Key Concepts
- Major Activities and Tasks
- Time Terminology
- Estimating
- Assigning Owners and Durations

Dependency Mapping

- Defining the Logic
- Considerations
- Dependency Mapping Rules

Interfaces—Internal and External

- Project Risk as a Function of Interdependency Management
- Interdependency and the Integrated Schedule
- Mapping Example
- Common Interface Problems
- Resolving Open Interfaces

Plan and Schedule Review

- Plan and Schedule Review Guidelines
- Schedule Correction Sheet

Schedule Optimization

- Goal of Refining a Schedule
- Critical Path Analysis
- Optimizing the Schedule

Project Risks

- Context for Project Risks
- Risks Affect Success Throughout the Organisation
- Systems Risk Assessment
- Risk Management Model
- Threat Prevention
- Capitalising on Opportunities
- Contingency Actions
- Risk Triggers