Building a PMO from the ground up: a how-to guide

Sycamore Gap

HOW TO BUILD A PMO FROM THE GROUND UP

If you're on your way to establishing your very first PMO, you may feel daunted by the task ahead – where do you start? What do you do first? And what tools are available to help you succeed?

This short 'how-to-guide' on building a PMO from the ground up will help you.

INVEST IN PMO SOFTWARE

PMO software will help you and your team achieve your objectives & goals. To find the PMO solution that's right for you, make a list of everything you need from a PMO – such as reporting functions, minimal training and risk analysis – and find a PMO that provides as many of those elements and functions within your budget as possible!

Book a demo

Book a free, no-obligation demonstration with our team and discover exactly how our PMO solution will benefit you and your team.

demo@sycamoregap.com

GOALS & OBJECTIVES. PROCESSES & PROCEDURES.

1 **Establish PMO goals & objectives:** the first thing you'll need to do to get your PMO off the ground is set out a list of goals and objectives for the PMO that align with the organisation's goals, objectives and overall strategy. A key function of the PMO is to feed into and support overall organisational objectives.

2 **Establish KPIs & budgets:** just like any other department and, actually, probably even more so!, your PMO will be required to report back to key stakeholders and senior managers, as well as being allocated an annual budget. As such, setting out what your KPIs will be – your Key Performance Indicators – and what your operating budget should be will be key to: a) getting executive buy-in and b) ensuring long term success.

3 **Establish resources & training programs:** a key function of a PMO is to provide training and resources to project teams in order to develop and upskill individuals and produce a motivated, knowledgeable and autonomous team. As such, planning out resources and training programs – such as courses and mentoring initiatives, will be key to getting your PMO off of the ground!

4 **Establish processes and procedures:** PMO successes hinge on efficient processes and procedures and, within that, standardised reporting, ensuring that all members of the PMO understand what to do, how to do it and what's expected, as well as how to communicate key project stats to stakeholders and seniors.