

Course No. 2042

PMO Establishment, Design & Implementation Training Course

PMO MANAGEMENT & DEVELOPMENT
PROJECT MANAGEMENT & PMO

DURATION

5 Days

LOCATION

Geneva, Switzerland

DELIVERY

Classroom

DATES

2 – 6 Nov 2026



Scheduled Event Details

CITY	Geneva, Switzerland
DATE	2 – 6 Nov 2026
DELIVERY TYPE	Classroom
COURSE FEE	€6,300

Course Overview

The PMO Establishment, Design & Implementation Training Course provides a comprehensive and practical framework for establishing, designing, and implementing a Project Management Office (PMO) aligned with organizational strategy and project delivery requirements. The programme focuses on transforming the PMO from a support function into an effective governance and performance-enabling capability.

Participants will explore how to determine the appropriate PMO model, define its mandate, establish governance structures, clarify roles and responsibilities, and design services that address organizational needs. The course covers PMO strategy, operating models, governance, portfolio oversight, project standards, methodologies, processes, tools, reporting, resource management, and performance measurement.

Particular emphasis is placed on assessing organizational readiness and defining the PMO's scope, authority, service catalogue, processes, and implementation roadmap. Participants will learn how to establish practical project management standards while maintaining the flexibility required across different business units, project types, and organizational environments.

The programme also addresses stakeholder engagement, change management, PMO adoption, capability development, technology enablement, performance monitoring, and continuous improvement. Through practical exercises and an integrated case study, participants will develop a structured PMO establishment and implementation plan that can be adapted to their organization.

Objectives

- By the end of this training course, participants will be able to:
- Analyze organizational requirements for establishing a PMO.
- Assess organizational maturity and project management capabilities.
- Define the strategic purpose, mandate, and objectives of a PMO.
- Evaluate different PMO models and operating structures.
- Design an appropriate PMO governance framework.
- Define PMO roles, responsibilities, authorities, and reporting relationships.
- Develop a PMO service catalogue aligned with stakeholder requirements.
- Establish standardized project management methodologies and processes.
- Design project, programme, and portfolio governance mechanisms.
- Develop PMO performance indicators and reporting frameworks.
- Establish processes for portfolio prioritization and project oversight.
- Develop resource, risk, issue, and dependency management practices.
- Apply change management principles to support PMO adoption.
- Develop a phased roadmap for PMO implementation.
- Evaluate PMO performance and identify opportunities for continuous improvement.
- Prepare an integrated PMO establishment, design, and implementation strategy.

Who Should Attend

This course is designed for PMO managers, PMO directors, project managers, programme managers, portfolio managers, project controls professionals, and project governance specialists involved in establishing or developing PMO functions.

It is also suitable for senior executives, business unit leaders, strategy professionals, transformation managers, project sponsors, risk managers, resource managers, and functional managers who are responsible for project governance, organizational transformation, or project portfolio performance.

The programme is particularly relevant to organizations establishing a new PMO, restructuring an existing PMO, transitioning toward enterprise-level project governance, or seeking to strengthen

project, programme, and portfolio management capabilities across government entities, ministries, banks, financial institutions, oil and gas organizations, engineering and construction companies, manufacturing, technology, healthcare, energy, telecommunications, and large corporations.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Assess the organizational case and business requirements for a PMO.
- Determine the appropriate PMO model based on organizational needs.
- Develop a PMO charter defining its mandate, scope, and authority.
- Design PMO governance structures and decision-making mechanisms.
- Establish clear roles and accountability across the PMO and project organization.
- Develop a practical PMO service catalogue.
- Standardize project management processes, templates, and controls.
- Establish portfolio, programme, and project oversight mechanisms.
- Develop project reporting and management information requirements.
- Design PMO performance dashboards and key performance indicators.
- Establish mechanisms for project prioritization and portfolio alignment.
- Develop approaches for resource, risk, issue, and dependency management.
- Identify stakeholder and organizational change requirements for PMO adoption.
- Develop a phased PMO implementation roadmap with milestones and priorities.
- Evaluate PMO effectiveness and establish continuous improvement mechanisms.
- Produce an integrated PMO establishment and implementation plan for an organization.

Course Outline

DAY 01

PMO Strategy, Business Case and Organizational Readiness

- Fundamentals and strategic role of the PMO
- Drivers for establishing a PMO
- Organizational project management maturity

DAY 01 — CONTINUED

- PMO readiness assessment
- Identifying organizational needs and pain points
- PMO strategic objectives and value proposition
- Developing the PMO business case
- Defining PMO scope and strategic mandate
- Stakeholder expectations and organizational alignment

PRACTICAL APPLICATION

Conducting a PMO readiness and requirements assessment

DAY 02

PMO Models, Design and Governance

- PMO operating models and structures
- Project, programme, and portfolio PMOs
- Centralized, decentralized, and hybrid PMO structures
- PMO authority and decision rights
- Governance frameworks and escalation mechanisms
- PMO roles, responsibilities, and accountability
- Steering committees and governance forums
- Policies, standards, and governance documentation
- Designing the PMO service catalogue

PRACTICAL APPLICATION

Designing an organizational PMO operating model and governance framework

DAY 03

PMO Methodology, Processes and Standards

- Developing a standardized project management methodology
- Project lifecycle and stage-gate controls

DAY 03 — CONTINUED

- Project initiation, planning, execution, and closure processes
- Project portfolio management processes
- Scope, schedule, cost, risk, and issue controls
- Resource and capacity management
- Project reporting and management information
- Templates, tools, standards, and documentation
- Quality assurance and project health checks

PRACTICAL APPLICATION

Designing a PMO methodology and core project management framework

DAY 04

PMO Implementation, Change Management and Technology Enablement

- PMO implementation strategy and phases
- Implementation priorities and quick wins
- Stakeholder engagement and communication
- Organizational change and PMO adoption
- Addressing resistance and adoption barriers
- PMO capability and competency development
- Training and knowledge management
- Project management technology and digital PMO enablement
- Implementation risks, dependencies, and mitigation

PRACTICAL APPLICATION

Developing a phased PMO implementation roadmap

DAY 05

PMO Performance, Benefits Realization and Continuous Improvement

- PMO performance measurement
- PMO key performance indicators
- Value realization and benefits tracking
- Portfolio performance monitoring
- Executive reporting and decision support
- PMO maturity development
- Continuous improvement and process optimization
- PMO reviews and effectiveness assessments
- Sustaining PMO value and organizational adoption
- Final Integrated Workshop: Developing a comprehensive PMO Establishment, Design & Implementation Plan, including governance, operating model, services, methodology, implementation roadmap, performance indicators, and continuous improvement framework

Register or Request More Information

Course page: <https://quest-training.com/courses/pmo-establishment-design-implementation-training-course>

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