



PROJECT MANAGEMENT OFFICE AS A SERVICE

OVERVIEW

In today's dynamic business environment, effective project management is crucial for achieving strategic goals and ensuring operational efficiency.

A Project Management Office (PMO) plays a pivotal role in standardising project management practices, facilitating communication, and optimising resource allocation. Our PMO as a Service (PMOaaS) offering enables organisations to leverage a fully managed, high-performance PMO without the need to build and maintain one internally.

THE IMPORTANCE OF A PMO

A well-structured PMO can transform the way an organisation executes its projects.

Key benefits include:



Enhanced project alignment with business objectives



Improved resource utilisation and efficiency



Increased project success rates



Streamlined communication and reporting



What is PMO as a Service?

PMOaaS is a comprehensive solution where we host and manage the PMO for our clients.

This service can encompass all functions of a PMO.



KEY FUNCTIONS of a Project Management Office

1 | ORGANISATIONAL PROJECT MANAGEMENT (OPM) GOVERNANCE

OPM Governance establishes a comprehensive framework, encompassing the functions and processes necessary to guide all project management activities within an organisation. This framework ensures alignment of portfolios, programs, and project management practices with the strategic and operational goals of the organisation. By setting clear guidelines, standards, and policies, OPM Governance facilitates consistent decision-making and promotes accountability, transparency, and efficiency across all project management activities.

2 | PORTFOLIO MANAGEMENT

Portfolio Management involves the centralised management of multiple projects and programs to achieve strategic business objectives. This includes identifying, prioritising, authorising, managing, and controlling projects and programs in a way that maximises their collective value to the organisation. By aligning project selection and resource allocation with strategic priorities, Portfolio Management ensures that the most critical initiatives receive the necessary focus and resources to succeed.

3 | PROJECT/PROGRAM MANAGEMENT

Our PMO provides comprehensive Project and Program Management services, ensuring that individual projects and larger programs are effectively planned, executed, and monitored. This includes defining project scope, timelines, budgets, and deliverables, as well as managing project risks, issues, and changes. Our experienced project managers apply best practices and methodologies to ensure projects and programs are delivered on time, within scope, and on budget.

4 | PROJECT STAFFING

The PMO is responsible for identifying and securing the necessary resources for project execution. This involves recruiting and assigning competent project personnel, ensuring they possess the required skills and expertise. Additionally, the PMO manages the onboarding and offboarding of project resources, ensuring a smooth transition and optimal utilisation of personnel throughout the project lifecycle.

5 | PROJECT MANAGEMENT STANDARDS

As the custodian of project management methods and standards, the PMO establishes and maintains the organisation's project management methodology. This includes developing and updating templates, checklists, guidelines, and processes to ensure consistency and adherence to best practices. By standardising project management approaches, the PMO enhances the efficiency, quality, and predictability of project outcomes.

6 | PROJECT MANAGEMENT TRAINING

Raising awareness and building project management capabilities among stakeholders is crucial to the success of the PMO. The PMO provides both formal and informal training programs to educate stakeholders on project management principles, tools, and techniques. Formal training may include workshops, seminars, and newsletters, while informal training involves one-on-one mentoring and coaching sessions to address specific needs and challenges.

7 | PROJECT MANAGEMENT SOFTWARE

The PMO oversees all project management support systems within the organisation, including project scheduling software, enterprise project management systems, project selection and analysis tools, and project reporting systems. While the PMO does not provide technical support for these tools, it offers functional support to ensure they are used effectively to enhance project planning, execution, and reporting.

8 | PROJECT MANAGEMENT CONSULTING

Our PMO employs expert project managers with extensive industry-specific experience. These professionals provide consulting and mentoring services to internal project managers, drawing on their expertise to address specific challenges and improve project performance. This consulting support helps project managers apply best practices, troubleshoot issues, and enhance their project management skills.

9 | PROJECT SUPPORT

The PMO offers a wide range of project-related support services to assist project managers and teams. This includes generating essential project documentation, such as project plans, meeting minutes, progress reports, and other deliverables. By ensuring that all project documentation meets organisational standards and requirements, the PMO supports effective project communication, tracking, and reporting.

SERVICE OFFERINGS

of a Project Management Office



STRATEGIC

Portfolio Management

Aligning projects with organisational strategy and managing them as a cohesive portfolio to maximise value.

Program Management

Overseeing related projects to ensure they are managed in a coordinated way, achieving benefits that would not be possible if managed separately.

TACTICAL

Project Management

Comprehensive management of individual projects, from initiation to closure, ensuring they meet their objectives.

Resource Management

Optimising the use of resources across projects to enhance efficiency and productivity.



OPERATIONAL

Reporting and Analytics

Providing insights through real-time dashboards and reports to support data-driven decision-making.

Process Improvement

Continuously refining project management processes to enhance performance and outcomes.

OUR APPROACH & Methodologies

We utilise the CENTRIX OPM Methodology in the PMOaaS should a client not have a methodology.

The Centrix OPM Methodology applies to Portfolio, Program and Project Management and is complimented with a full set of policies, procedures, templates and checklists that can be customised and scaled to what the requirement is.



TOOLS & TECHNOLOGIES USED

We utilise cutting-edge project management tools such as Microsoft Project, Teams and OneDrive to ensure efficient project execution and tracking.



CUSTOMISATION & SCALABILITY

Our PMO services are customisable to meet the unique requirements of each client. Whether you need support for a single project or an entire portfolio, our services can scale accordingly.

BENEFITS TO CLIENTS

Cost Savings

By outsourcing your PMO, you can avoid the significant costs associated with setting up and maintaining an internal PMO, including staffing, training, and technology investments.

Access to Expertise

Our team of experienced project management professionals brings a wealth of knowledge and best practices to your organisation, enhancing project performance and outcomes.

Improved Project Success Rates

With our structured approach and expert oversight, projects are more likely to be completed on time, within scope, and on budget, increasing overall success rates.

Scalability and Flexibility

Our PMO as a Service can scale with your business needs, providing the flexibility to adjust resources and support levels as your project portfolio evolves.

IMPLEMENTATION PROCESS of a Project Management Office

INITIAL CONSULTATION & ASSESSMENT

We begin with a thorough consultation to understand your organisation's project management needs and objectives. This includes assessing your current PMO capabilities and identifying areas for improvement.

SETUP & INTEGRATION

Based on the assessment, we design a customized PMO solution and integrate it with your existing systems and processes. This phase includes configuring tools, establishing governance structures, and training your team.

ONGOING MANAGEMENT & SUPPORT

Once the PMO is operational, we provide continuous management and support to ensure ongoing success. This includes regular progress reviews, performance monitoring, and process refinement.



Implemented the PMOaaS in the middle of the Covid pandemic. As a remote service it was possible to start-up the PMO without any restrictions. We enhanced their project portfolio management, resulting in better alignment with strategic objectives and improved resource allocation.

PRICING MODELS

FIXED PRICE

A predetermined cost for specific PMO services.

VARIABLE PRICING

Costs based on the scope and complexity of the project.

SUBSCRIPTION-BASED

Monthly or yearly subscription fees for ongoing PMO support.



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our services

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