

## ► **PR038 – Project Office Operations**

This session will give you not only a strategic perspective on designing project offices that fit your organizations' goals and culture, but also give you significant insights with respect to the successful deployment and on-going assessment of a project office initiative.

If your organization is considering a Project Office, or if you want to learn how to evaluate and improve your existing Project Office, this session is for you.

We will explore various models and their functions, roles and responsibilities, services, culture development, deployment strategies, and on-going assessment techniques.

This course is excellent for continuous improvement and to learn things that successful project offices are doing. If you bring your own team or related stakeholders, you can work on your own project office through the workshops and get superb buy in and value.

- ✓ Understand what a Project Office or Project Office is and what are its constituent parts
- ✓ Obtain a clear understanding of how you go about building it
- ✓ How do you create a winning business case for a Project Office
- ✓ What are the various models and functions of project offices
- ✓ How to select the right model based on your project management maturity level
- ✓ How to evaluate competencies required and roles required
- ✓ How to effectively staff your Project Office and develop your team
- ✓ How to evaluate its success once it has been established
- ✓ What are the current best practices in terms of processes and methodologies
- ✓ How can technology be an enabler for the success of your Project Office
- ✓ How you can implement a knowledge management strategy for your Project Office

**FYI:** This course is also covered within the University of Ontario Masters Qualification in Project & Portfolio Management offered in partnership with Bay3000.

**Knowledge Areas:** Integration, Time, Cost, Quality, Procurement, Human Resources, Communications, Risk, Scope.