Summary

An experienced and confident Programme/Project Management Office (PMO) professional with a deep understanding of PMO principles, processes and procedures. Has a proven track record of supporting high-profile portfolios and large complex projects through their full project life-cycle, supporting day-to-day project needs as well as providing excellent financial support, project planning and reporting skills. Highly effective individually and as part of a team, providing a pivotal and reliable point of reference to Management. Additionally has set up new PMOs. Take the "Bull by the Horn" type attitude.

Professional Experience

Portfolio/ Programme PMO   **Jul 13 - Current**

- Developing Governance, processes and standards for the IT Support Functions portfolio, which contains 2 transformation programmes.
- Ensures consistent programme documentation, processes and procedures are applied
- Maintains the Portfolio/ Programme document repository Sharepoint
- Supports all workstreams in delivery of Synergy programme and reporting
- Co-ordination and quality control of workstream submissions
- Review, test and challenge workstream submissions in weekly reviews
- Provides consolidated Portfolio & Programme progress reports to Steering and Management committees.
- Manages Portfolio/Programme issues and risks, escalating as required and ensuring resolution
- Co-ordinates information and communication of Synergy programme at all levels within IAG
- Supports Financial and Resource demand administration as well as tracking.
- Complete monitoring and status reporting for budgets and plans (deliverables, benefits, milestones).
- Working closely with IAG Finance to create Business cases and gain financial approval through Project Lifecycle.

Snr PMO Lead   **Feb 13 – Jul 13**

- Provides cross-programme support for a given set of services.
- Co-ordinate the change management process, including preparing change requests and proposals.
- Support on-boarding / off-boarding of staff, supporting induction and set up of tools
- Provides detailed guidance to PMs on project management procedures, processes, tools and techniques.
- Supports programme or project control boards, project assurance teams and quality review meetings.
- Maintained financial data (CAPEX/ OPEX) by validating supplied actuals and preparing forecast data, providing project MI.
- Provides a cross portfolio and/or cross programme view of risk, change, quality, finance or configuration management.
- Works with the PM to develop resource forecasts
- Providing project assurance and quality reviews
- Provides Project delivery support to PMs. Specifically, managing delivery of assigned work packages, updating project schedule, and resource plan.
- Secretariat for assigned Programme or Portfolio Board, including collating and QA project material, and provide roll-up summary information, including finances, status, change, issues and risks.
- Holds plan reviews to QA project plans, aggregate sub-plans to master plans, and manage dependencies. Recommends project control solutions for planning (including producing scenario analysis), scheduling and tracking projects.

PMO Manager   **Jul 10 – Oct 12**

- Worked as a PMO manager for _____ across 3 of the most complex programmes at LHR (T1 - £19M, T2A - £34M, T4 - £24M)
- Line managed the support team resourced to the Project Managers
- Financial tracking (management, escalation, communication, etc.) of project tasks and reporting deadlines
- Managed budgets and reported to Stakeholders
- Experience of managing senior stakeholders/ steering committee expectations
- Management of key milestone delivery, project documentation and status reports,
- Managing and reporting of Project risks issues and actions.
  Financial tracking (management, escalation, communication, etc.) of project tasks and reporting deadlines
- Tracked risks, issues, dependencies and all other logs required to support the programme