

PMO Management

PMO Set Up / Greenfield Terms of Reference Blueprint Return on Investment Methodology	Structures Portfolio Office Programme Office Project Office Centre of Excellence
Reporting Dashboards, templates, tools Status / Progress Reporting Exception Reporting Develop process / lifecycle of reporting	Structure Specific e.g., Portfolio - prioritisation, investment appraisals e.g., Programme - interdependencies e.g., Project - methodology, lifecycle e.g., CoE - best practice
Information Management Documentation Libraries Standards Configuration	Team Management Leadership Day-to-day management Performance reviews
Training Training courses Skills gap analysis / skills development Adhoc - 1-2-1, workshops etc Certifications/Qualifications	Resource Management Capacity planning Resource Tracking Resource Forecasting Skills audits
Mentoring Coaching/mentoring of PPM staff Advice / support Communities of Practice Consultancy	Governance Frameworks Business Cases Roles and responsibilities
Best Practice Methodologies Processes / Procedures Tools People	Quality Assurance Compliance, standards, legislation Quality strategies / plans Quality audits / reviews Health checks
Benefits Realisation Benefits Identification Benefits Map Benefits Realisation Plan	Planning WBS / PBS Scheduling Project Plans Tools
Finance Budget management Forecasting P&L "What If" planning	Commercial Procurement strategy Contracts management Supplier Relationship Management
Stakeholders Stakeholder profiling Stakeholder engagement strategies Communication plans Promotion and PR	Control Issues Risks Change Configuration
HR / Talent Management Career paths / development Performance Reviews Recruitment Competency/ Capability development	Communications Meetings Workshops Plans Events