

PMO Support

Methodologies / Processes Project lifecycle IT methods / lifecycle - Lean, Agile etc Support processes - reporting etc Process improvement	Role Type PMO Co-ordinator/Analysts Project Co-ordinator Project Administrator
Control Issue Logs Risk Management / RAID Logs Change Control / Register Interdependencies	Reporting Dashboards, templates, tools Status / Progress Reporting / RAG Exception Reporting Weekly, monthly cycles
Planning Maintenance of plans Baseline tracking Project Plans - documentation Tools - MS Project, Primavera etc	Information Management Documentation Management Libraries - SharePoint etc Data Management Configuration
Documentation Filing Systems Configuration Management Template Creation Document Formatting	Resource Management Capacity planning Resource Tracking Resource Forecasting Skills audits
Knowledge Management Closedown and Lessons Learnt Communities of Practice Collaboration Content Management	Governance Organisation Charts Business Cases Roles and responsibilities Gateway processes
Best Practice Methodologies Processes / Procedures Tools People	Quality Assurance Compliance, standards, legislation Quality strategies / plans Quality audits / reviews Health checks
Finance Budget management Forecasting Timesheet management	Interpersonal Communication Teamwork Relationship Management
IT Skills PC skills Project Management Tools Research Business Systems i.e., SAP	Support Meetings - arrange, agenda, support, actions Workshops - arrange, facilitation Diaries - team support Team events - kick offs, team building Travel arrangements
HR On-boarding Mentoring / coaching	