




75°
Anaheim, CA
Sunny (Clear), 42°/79°

Weather



Strategy
Migration
Integration
Consolidation
PMO - In A Box

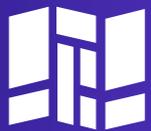
Project Management Services



[Integration](#)



[Time Management](#)



Reporting



Virtualization

Info@PMO.me
Re: PMO.me
Interested in your PMO Solution.
Please Call



19

Services & Solutions Overview



PMO - In A Box

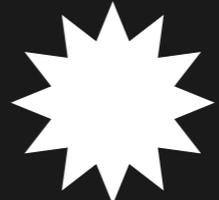


Cisco	+0.12%	↑	We
Microsoft	+0.40%	↑	Know
CA	+0.05%	↑	This

Operations Never delayed



Metrics In Your Programs



Training

Information Worker Solutions




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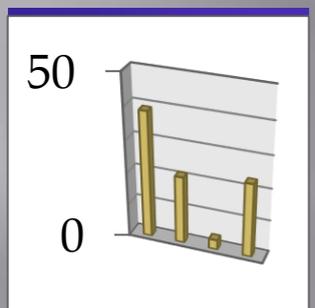
Project Management Services



Integration



Time Management




Process Definition

Darrell.Gardner@PMO.me
Re: PMO.me
Interested In A PMO Solution.
Please Call 714.397.5576



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Services & Solutions Overview

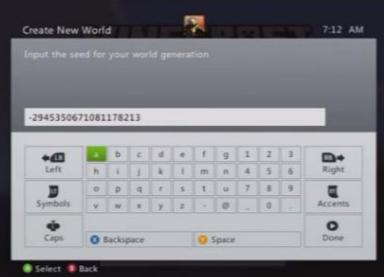


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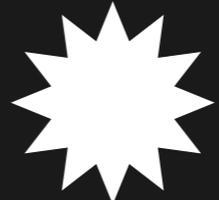



Cisco	+0.12%	↑	We
Microsoft	+0.40%	↑	Know
CA	+0.05%	↑	This

Operations Never delayed



le



Training Slide 2

Speaking Engagements



Today's Agenda

Darrell Gardner
PMO Consultant

- Introduction
- PMO Scope
- Project Decisioning
- PMO Implementation



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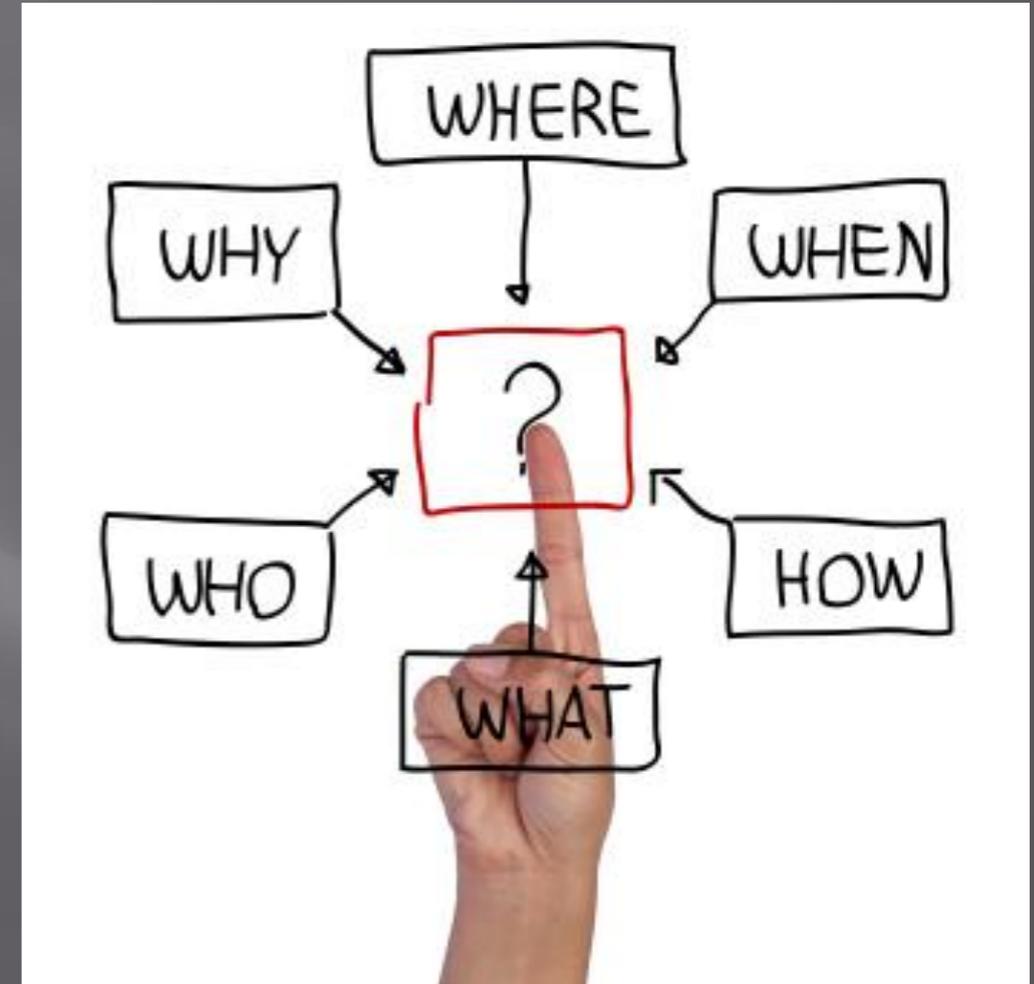
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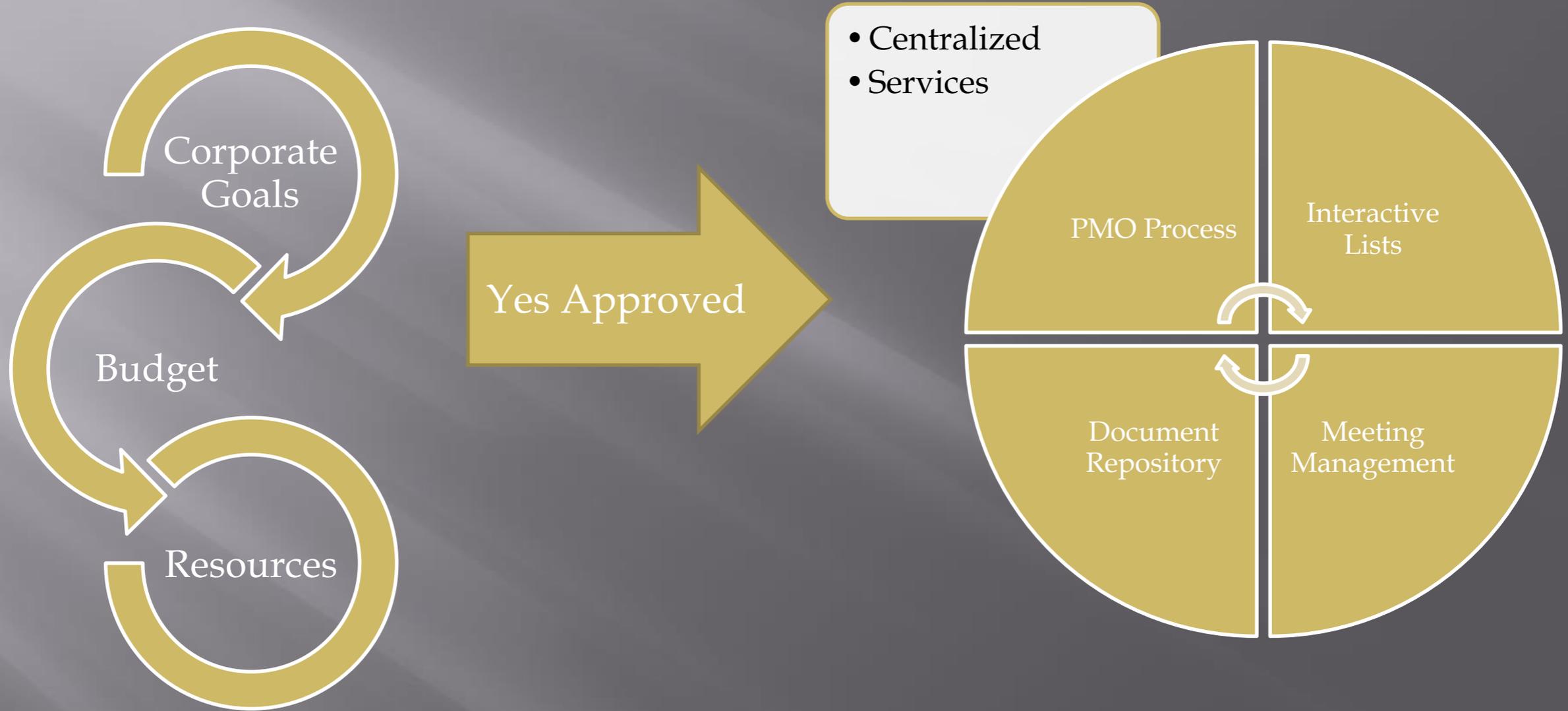
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What is PMO?

- ▣ Soap Box – Buy In.
 - Three things to take away.
 - Assessment process
 - Levels of maturity
 - Importance of Tools (SMART...)
- ▣ Steps to Assessing & Maintaining a Tool (& PMO)
 - Step 1: Review what Assessment is
 - Step 2: Scope & Approach
 - Step 3: Application of the assessment
 - Step 4: Repeat
- ▣ Questions & Answers



Portfolio Management vs. Project Implementation



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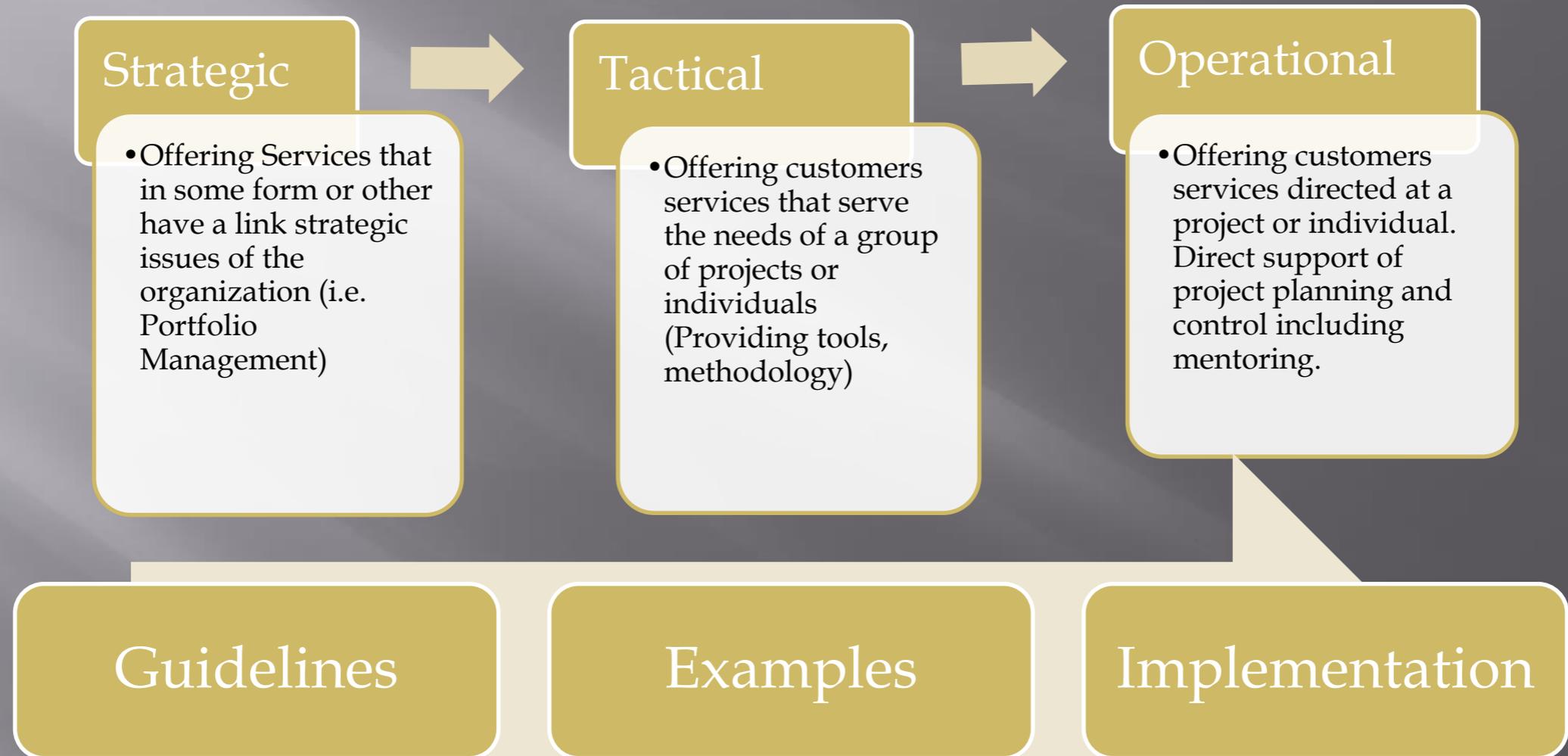


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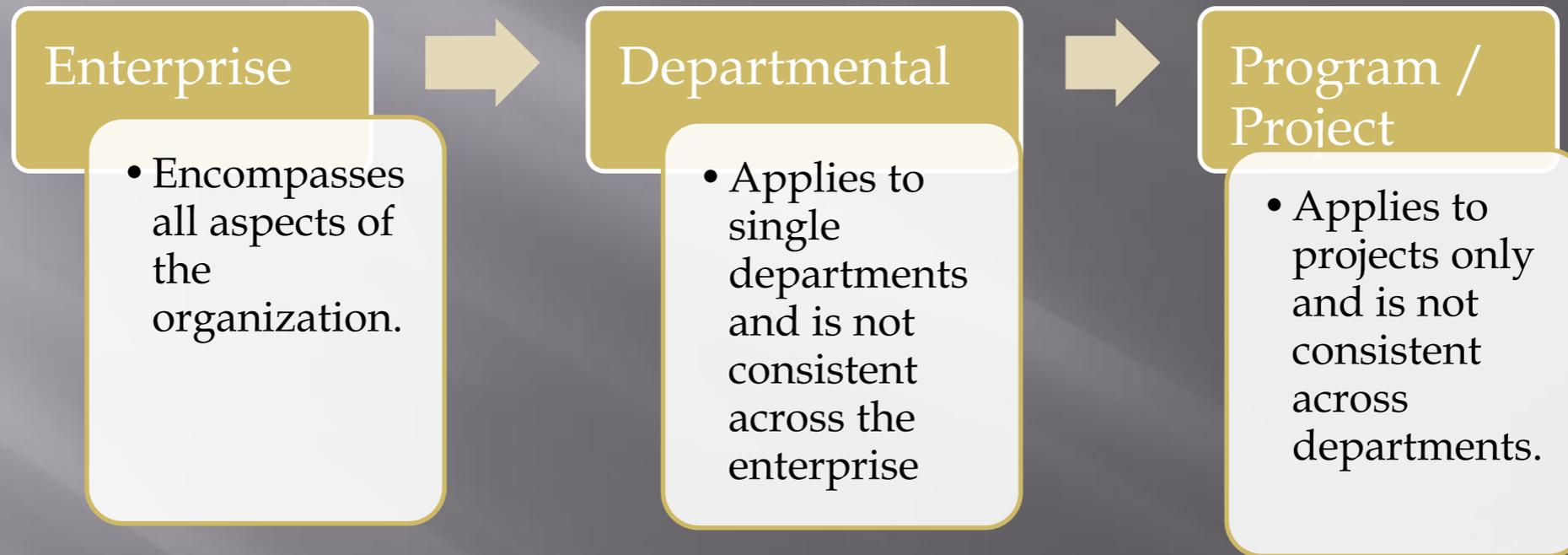


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Approach Assessment



Scope Assessment



What we gain from a PMO

PMO

Reporting - Active Lists

Process

Project 1

Reporting

Calendar

Change MGMT

Meetings

Risk Log

Comm Plan

Project 2

Reporting

Calendar

Change MGMT

Meetings

Risk Log

Comm Plan

Project 3

Reporting

Calendar

Change MGMT

Meetings

Risk Log

Comm Plan

Project 4

Reporting

Calendar

Change MGMT

Meetings

Risk Log

Comm Plan

Project 5

Reporting

Calendar

Change MGMT

Meetings

Risk Log

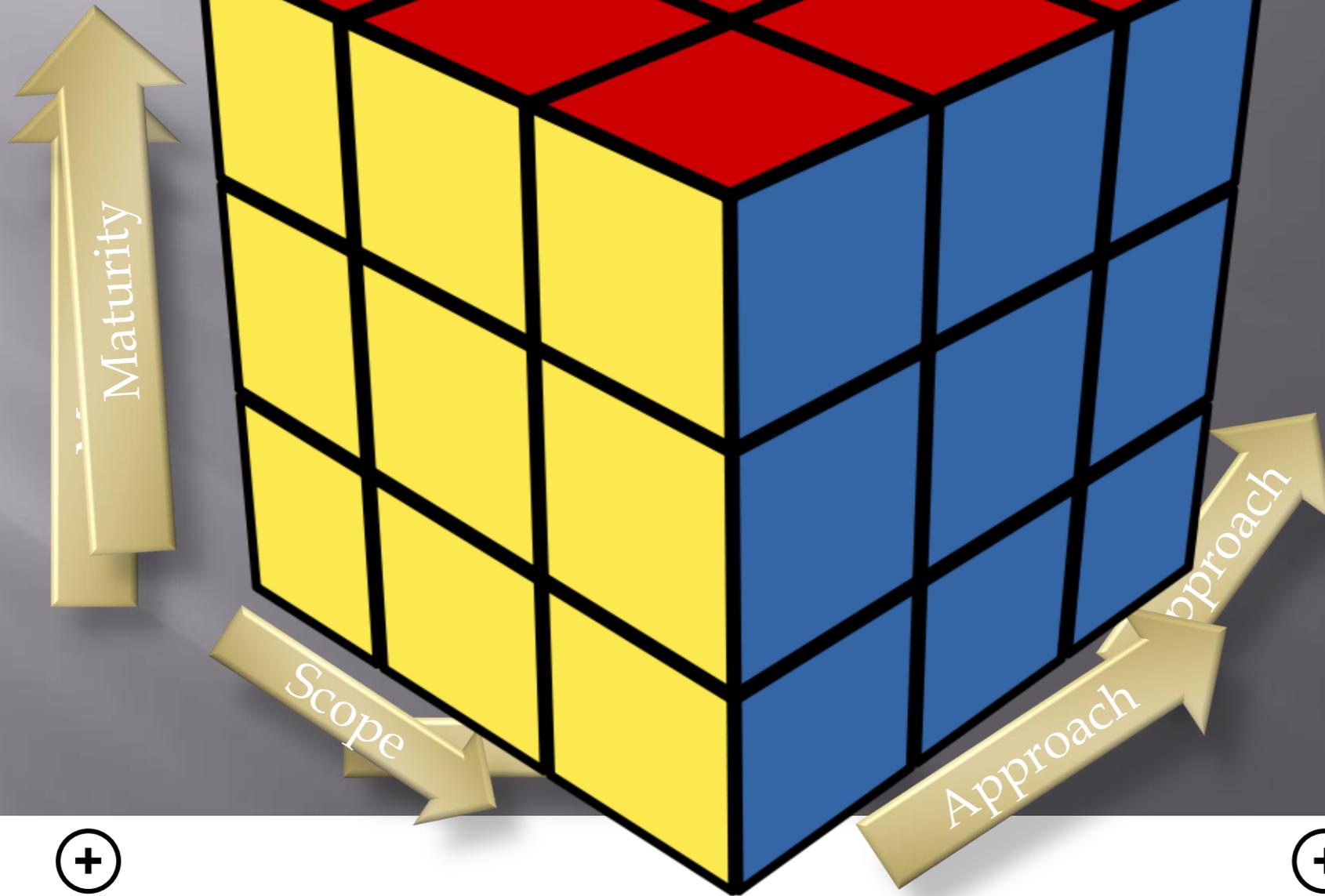
Comm Plan

Process

Security



PMO Maturity Cube



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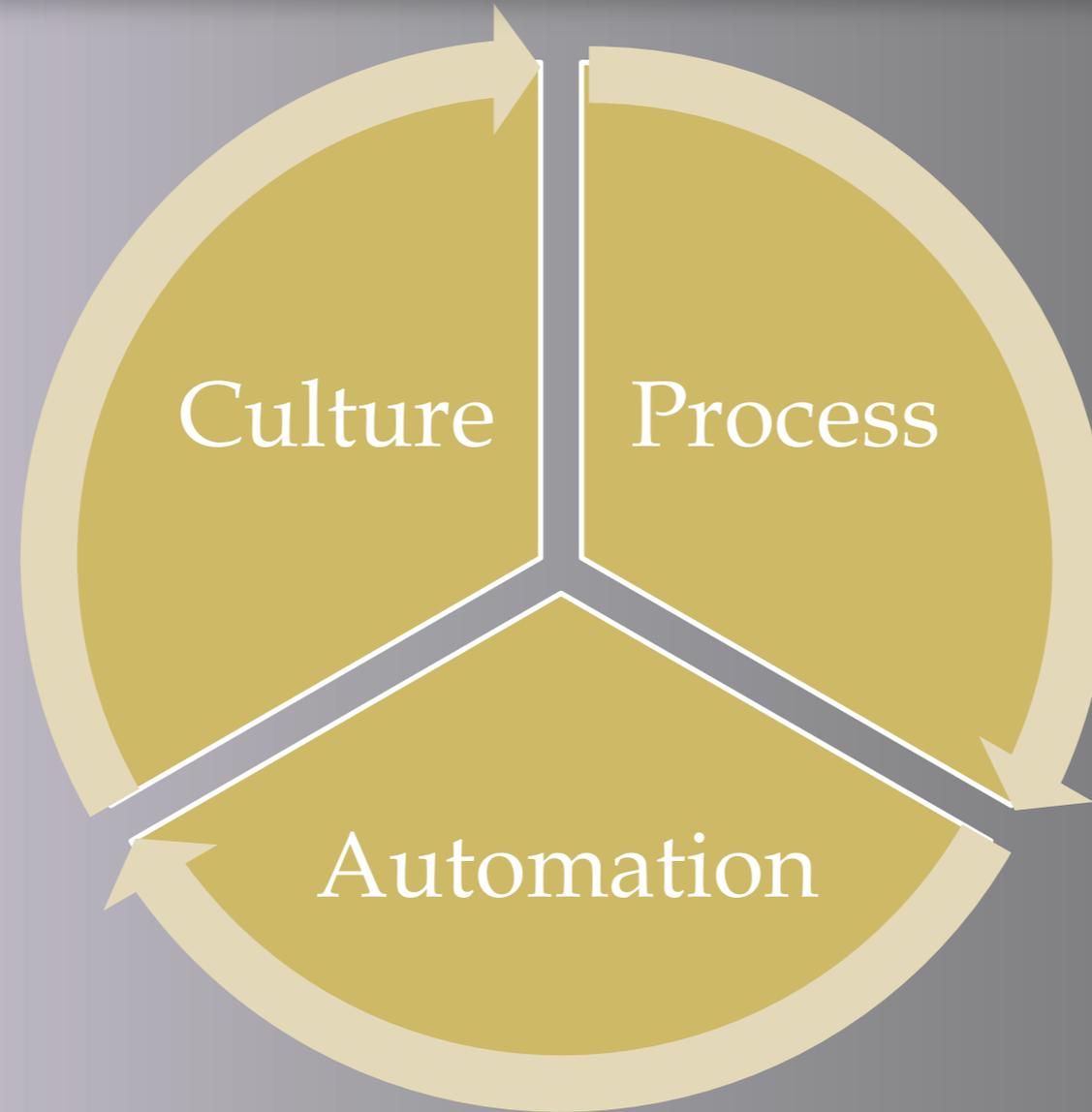


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Review and Repeat, Never Ending Cycle



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Step 1: Assessment



- ▣ History
- ▣ Culture
- ▣ Perceptions of PMO capabilities
- ▣ Mission & Vision
- ▣ Gap Analysis



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Step 1: Assessment



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GAP Assessment



- Given where you are & Where you want to be Identify the gaps as potential areas for development
- Review Levels of Service



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Managing one or more portfolios

Service: A.1.7 - (Scope: Enterprise/Approach: Strategic)

Levels of maturity in carrying out the service:

- Level 0 – The PMO does not provide this service.
- Level 1 - The PMO maintains a list of active projects throughout the organization.
- Level 2 – Level 1 + establishes their prioritization but does not follow a structured portfolio management process.
- Level 3 – Level 2 + Acting as facilitator in the definition (identification, categorization, evaluation, selection), development (prioritize, balance and commitment) and implementation (monitoring, review and change management) of the portfolio.
- Level 4 – Level 3 + The PMO uses an integrated system to automate the organization's portfolio management process.



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Develop and implement the project management methodology

Service: A.2.1 - (Scope: Enterprise/Approach: Tactical)

Levels of maturity in carrying out the service:

- Level 0 - The PMO does not provide this service.
- Level 1 - The PMO has developed a basic methodology for the organization, but it is not used consistently on all projects.
- Level 2 - The PMO has developed a standard methodology for the organization, aligning possible existing methodologies in different areas, and the methodology used in most projects in the organization.
- Level 3 - The PMO has developed a standard methodology for the organization, and it is used by all projects as it is mandatory unless a specific waiver is requested and approved.
- Level 4 - The PMO has developed and improved the standard methodology for the organization focusing on best practices and continuous improvement.



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Monitor and control project & program performance

Service: A.3.3 - (Scope: Enterprise/Approach: Operational)

Levels of maturity in carrying out the service:

- Level 0 - The PMO does not provide this service
- Level 1 - The PMO monitors and controls the project /program performance considering time, cost, quality and customer satisfaction and provides follow-up reports without analysis upon request.
- Level 2 – Level 1 + analyzes the available data.
- Level 3 - Level 2 + takes preventive and corrective actions working proactively with project /program manager and senior management.



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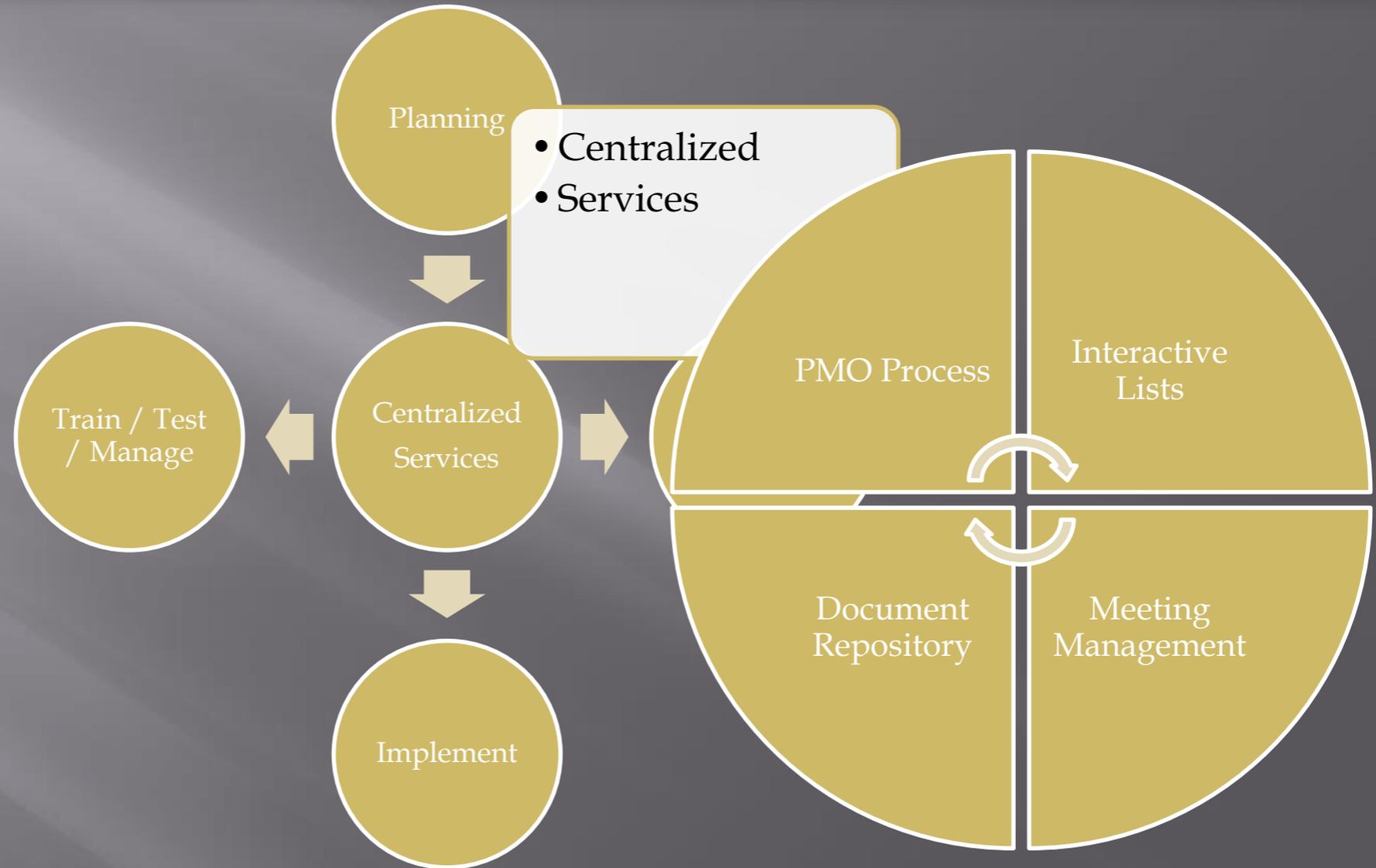
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Develop a Menu of Services Cont...

- ▣ Consulting Services
 - Project Scope
 - Project Estimation
 - Project Planning
 - **Full Lifecycle Project Management**
 - Mentoring
- ▣ Tools
 - PM Information Systems
- ▣ Professional Organizations
 - PMI Membership Encouragement
 - PMI Membership Fee Reimbursement
 - Host Chapter Meetings



Project Implementation/ Methodology



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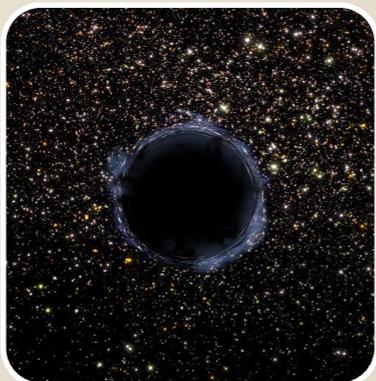


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Tools Maturity



Level 0
Non
Existent



Level 1
Basic
Single
person use



Level 2
Coming of
Age
Automation



Level 3
Shared



Level 4
Hosted
Data
Base

Adoption



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DAIR Log Example

Decision Log

My Account - Logout darrell



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Filter

Organization: PMO In A Box, Inc. Program: Include All Project: Include All

Include All
PMO Enhancement/Defects Tracking

DAIR Log My Projects My Programs

Status: All Item Type: All Priority: All

Description	Status	Type	Opened	Due	Assignee	Organization	Program	Project	Delete
Need to be able to delete DAIR Items as well as PROjects and Programs.	In Process	Action	07/28/14	07/28/14	David Trammell	PMO In A Box, Inc.	PMO In A Box Development	PMO Enhancement/Defects Tracking	✗
When Cancelling out of a DAIR item it gives me an error on the Date Opened and Closed	Complete	Action	07/28/14	07/28/14	David Trammell	PMO In A Box, Inc.	PMO In A Box Development	PMO Enhancement/Defects Tracking	✗
Error on GUID if Assigned to is blank	Complete	Action	07/30/14	07/30/14	David Trammell	PMO In A Box, Inc.	PMO In A Box Development	PMO Enhancement/Defects Tracking	✗

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Decisions Action Issues Risks (+)



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PMO - Meeting Management

Meeting

Copy

Edit

Return

Document / Calendar

▶ 2016 Board Meetings

Agenda Items

Add

Sort

Agenda Item 1 - SEPTEMBER 13, 2016 Board Meeting Minutes

[Edit](#) | [Delete](#)

Agenda Item 2 - SEPTEMBER 1, 2016 Board Meeting Minutes

[Edit](#) | [Delete](#)

Agenda Item 3 - AUGUST 16, 2016 Board Meeting

[Edit](#) | [Delete](#)

Agenda Item 4 - General Board Meeting AUGUST 2, 2016

[Edit](#) | [Delete](#)

Online (Agenda / Minutes) Single location with Calendar and Task list integration

DAIR Log Items

Include Completed Items

Add

Description	Status	Type	Start	Due	Owner(s)
Little League / North Sunrise - Dayton FOLLOW UP	Abandoned	Action	08/02/16	09/13/16	Dayton Rodriguez
Add Meeting Minutes from past meetings for this calendar year to the Board Meetings Agenda (historical)	Late	Action	09/07/16	09/14/16	Lisa Tafua
Add Bylaws and Incorporate 8/2/16 Update RE Executive Board	Late	Action	08/20/16	09/30/16	Lisa Tafua
Board Member Roles/Responsibilities Document	Late	Deliverable	08/31/16	10/26/16	Dayton Rodriguez Brian Selvey Rob/Ashley Swann Lisa Tafua
Scoreboards - Vendor Contact Info & Meeting Set-Up					Brian Selvey Rob/Ashley Swann
Formulate Plan to Address Equipment Manager Tobias' Concerns RE Baseballs					Rob/Ashley Swann Tobias
Find IDEAS or something else (community outreach) to improve the community and kids pos					Dayton Rodriguez
Treasurer's Subcommittee & Financial Update	Late Start	Deliverable	12/01/16	12/15/16	Bruce Hutchison Jody Lemmel Rob/Ashley Swann
Could I get some help with having					Yvette ALBERONI

Online Active List for centralized Action / Issues Logs!



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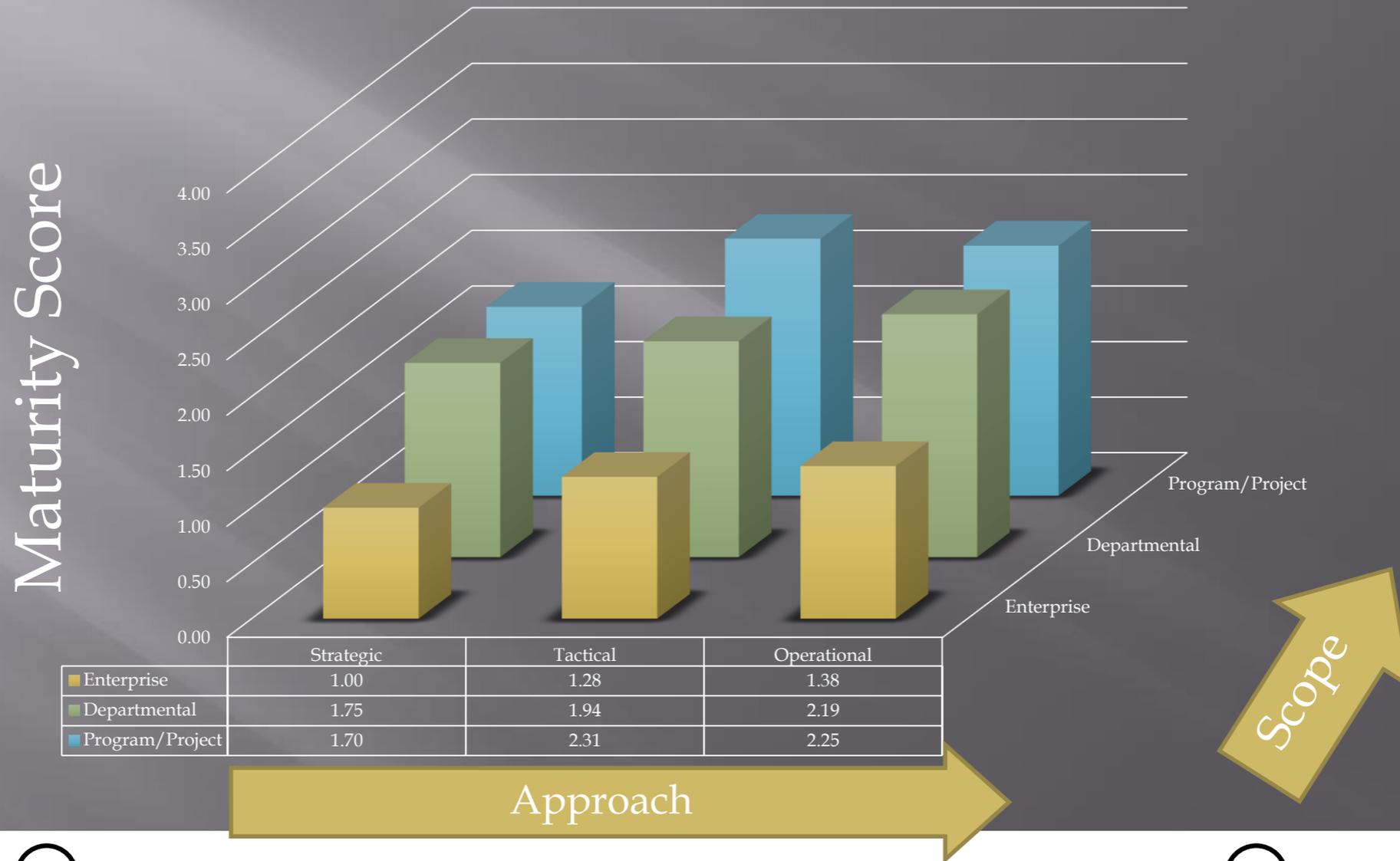
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So What's my Score?

PMO Assessment Cube Score



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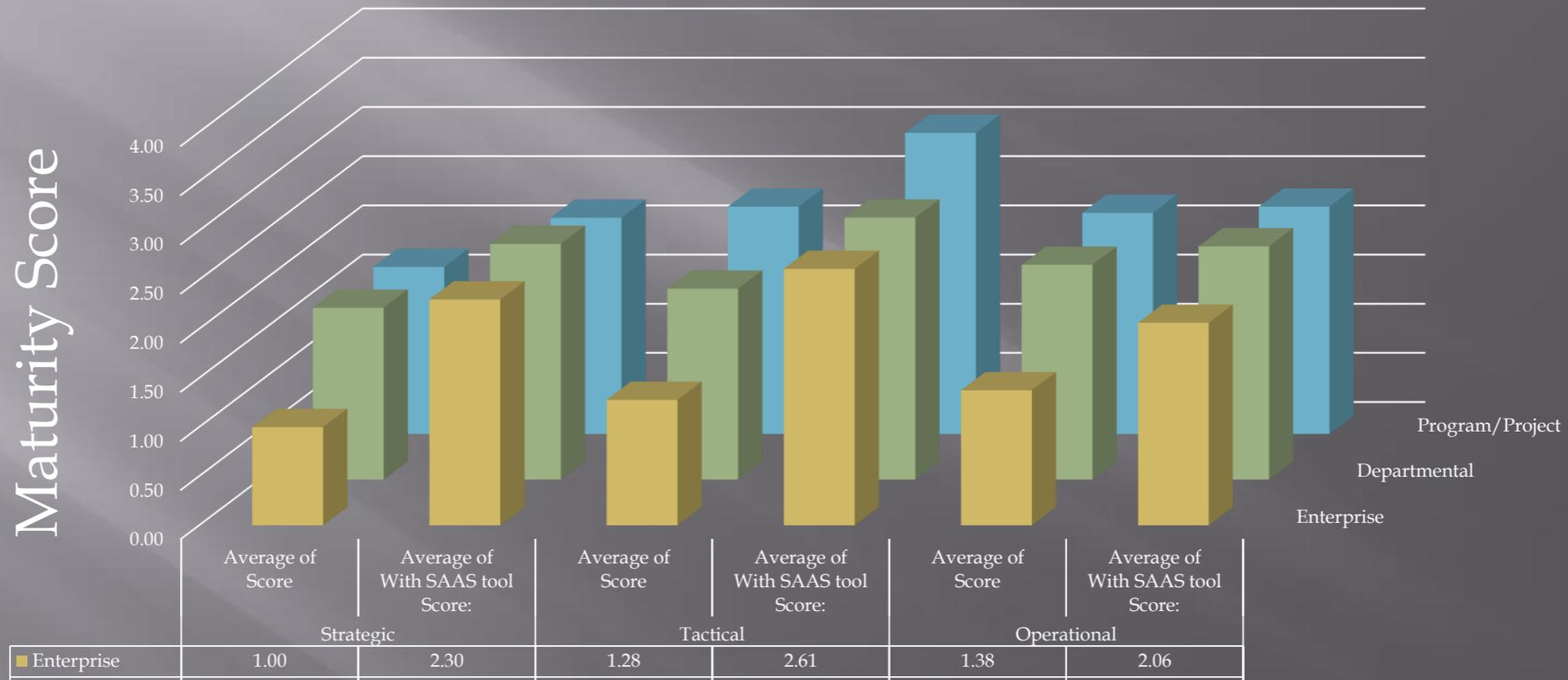
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So What's my Score w/ SAAS tool

Comparison with using SAAS Tool



42 of 75 Questions are bumped to Max Score using SAAS Tool



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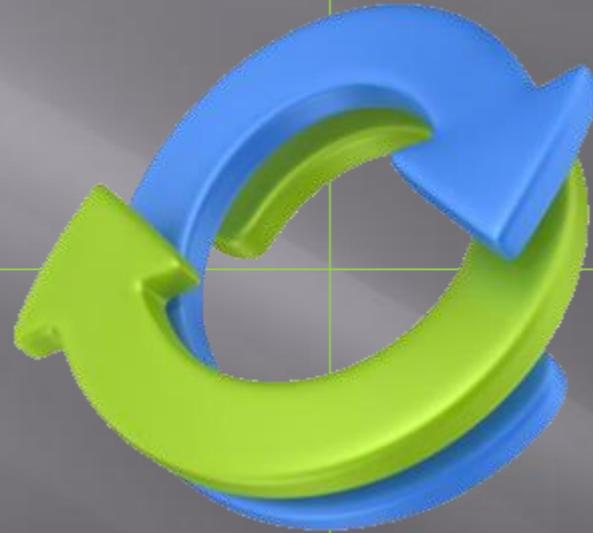
All Areas of a Project Implementation

Program Management

Easily deployable standards based methodology that incorporates with your PMO process

Document Management

Consistency with standards based implementation based upon available templates



Rollup Reporting

Visibility for your Corporate Programs with Drill down capability into each standardized Project!

Meetings / Risks / Actions Management

Automated meeting control so agenda's, notes and most importantly action items are contained in a single automated location



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The Greatest Tool For a PMO ?



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Keep it Simple!

- Develop your complexity along with your Maturity.
- Otherwise, Adoption will be lower and implementation will fail.



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Creating a PMO



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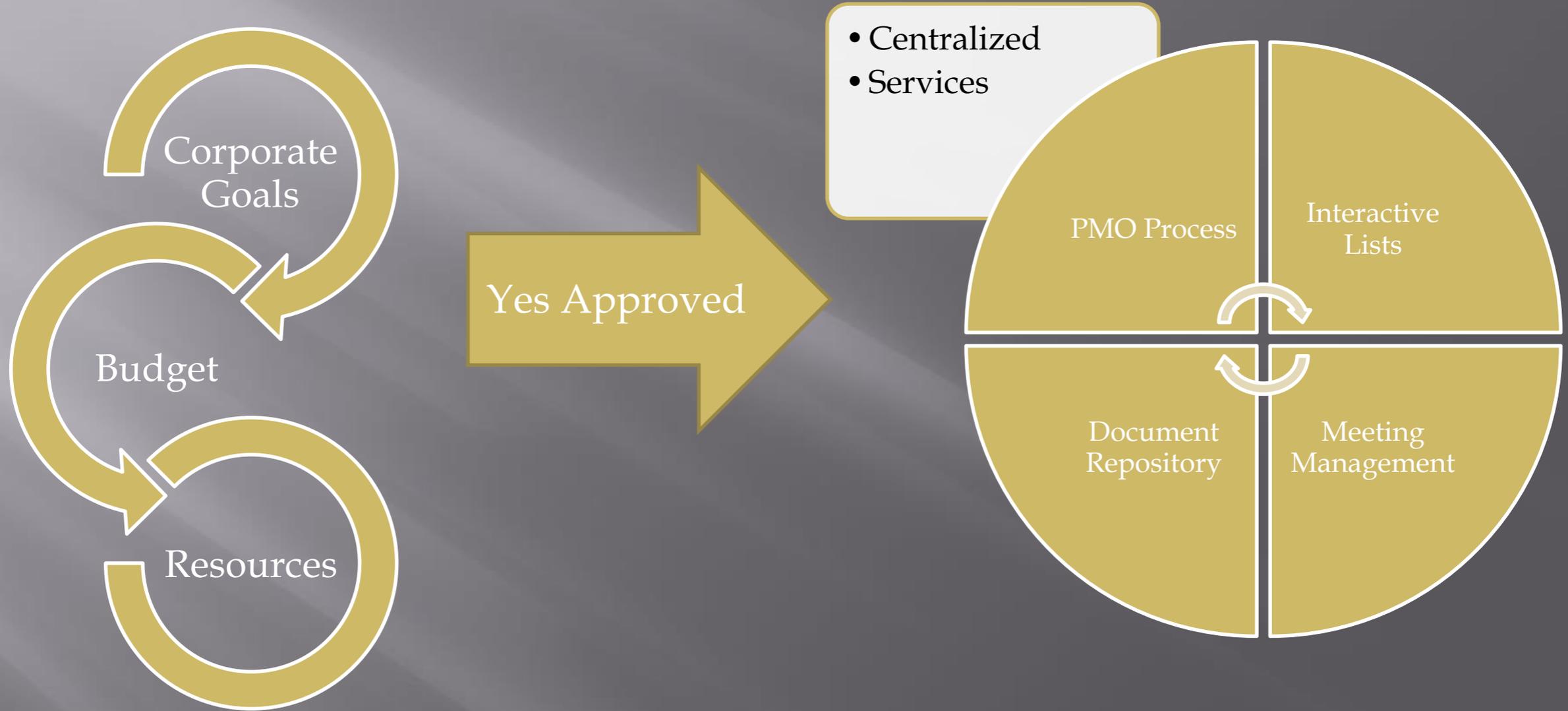


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Portfolio Management vs. Project Implementation



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PMO Assessment and Goal Setting

Ju

R.T.



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Discussion and Next Steps

Questions

Next Steps



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