

Mastering Project Management Office (PMO)

Course code: PM-016



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Welcome to the Mastering Project Management Office (PMO) Training – your key to unlocking the potential of effective project management within your organization! In today's fast-paced business environment, PMOs play a crucial role in ensuring project success and aligning project outcomes with strategic goals. This Mastering Project Management Office (PMO) training course is designed to provide you with the knowledge, skills, and strategies required to establish, manage, and optimize a PMO that drives project excellence. Whether you're an experienced project manager, an aspiring business analyst, an executive shaping organizational strategy, or simply interested in the PMO field, this program offers essential insights and practical tools to enhance your project management capabilities.

Why Attend

This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The facilitator will provide interactive presentation that incorporates slides, videos, group discussion, mental games, and practical exercises to examine all aspects of

Who Should Attend

Project Managers
Business Analysts
Program Managers
Executives and Senior Leaders
Anyone interested in PMO roles or responsibilities

— Learning Objectives

- **Master PMO Fundamentals:** Gain a deep understanding of PMO concepts, functions, and their pivotal role in modern project management
- **Navigate PMO Frameworks:** Explore a spectrum of project management frameworks, methodologies, and best practices to align with your organization's unique needs
- **Harness PMO Processes:** Dive into essential PMO processes from project initiation to closure and discover how they maximize project efficiency and success
- **Leverage PMO Tools and Technology:** Explore cutting-edge project management tools, analytics, and metrics to make informed decisions and optimize project performance
- **Empower PMO Governance:** Learn to establish governance structures, engage stakeholders, and ensure compliance while balancing flexibility
- **Drive PMO Implementation:** Develop a roadmap for successful PMO implementation and continuous improvement within your specific organizational context

— Course Outline

DAY
1

Day One: Understanding the PMO Landscape

- Introduction to PMOs: Definition, roles, and importance
- Types of PMOs: Enterprise PMO, Project-Specific PMO, and Center of Excellence
- Aligning PMOs with organizational strategy
- Establishing a compelling case for a PMO

DAY
2

Day Two: PMO Frameworks and Methodologies

- Project Management Frameworks (PMBOK, Agile, Waterfall)
- Choosing the right methodology for your PMO
- Adapting PMO processes to various project lifecycles
- Best practices for project initiation within a PMO

DAY
3

Day Three: PMO Processes and Tools

- Key PMO processes: Planning, Execution, Monitoring, and Closing
- PMO documentation and templates
- Leveraging project management tools for PMO success
- Data analytics, metrics, and performance measurement in a PMO

DAY
4

Day Four: PMO Governance and Stakeholder Management

- PMO governance structures and models
- Defining roles and responsibilities within a PMO
- Stakeholder identification and engagement strategies
- Effective communication and reporting in PMO governance

DAY
5

Day Five: Implementing and Maturing the PMO

- Steps to implement a successful PMO
- PMO maturity models and continuous improvement
- Developing a customized PMO roadmap
- Real-world case studies and success stories

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Frankfurt - Germany	€1,625
2 - 6 November 2026	Barcelona - Spain	€1,925
21 - 25 December 2026	Frankfurt - Germany	€1,625
18 - 22 January 2027	Dubai - UAE	€2,625
15 - 19 February 2027	Istanbul - Türkiye	€1,425
15 - 19 March 2027	Vienna - Austria	€2,125
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Paris - France	€2,250

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.