



PROJECT-OFFICE (PMO)

AS A SERVICE OR INTERNAL SOLUTION



SOLUTIONS FOR YOUR TEAMS AND PROJECTS

Status: Where do our projects stand today?

Analysis: How have the projects performed so far?

Forecast: What does this mean for the remaining part?



Objective:

Educated decisions and measures at the right time based on reliable figures, data, facts!



CREATE FOUNDATION

Define project office tasks and provide resources and support with the objective of a standard for all projects as a basis for project portfolio management.

Agile or classic - with a focus on the maturity level of the organization, minimize complexity through effective, goal-oriented methods and efficient processes.

OPTIMIZE PROCESSES



EMPOWERING TEAMS

Provide expert know-how, support and train team members, build and evolve required competencies, and secure knowledge permanently through a learning organization.

Ensure efficient internal and external collaboration with professional solutions, deliver real facts with reliable forecasts, and enable fast, educated decisions.

ENSURE TRANSPARENCY

Problem
Statement**Capacity bottlenecks, ineffective methods, inefficient processes, lack of standards and inadequate infrastructure**

- **Your teams are struggling with different systems**, tools, methods, processes and maturity levels of your customers and in your own organization?
- **You miss a scalable solution** for different project sizes and have to accommodate administrative efforts "creatively" in the team?
- **Your teams burn precious time** for these administrative tasks, cannot use their professional competences to 100% and lose their motivation?
- **You miss transparent reports**, recognize risks and problems late, can only react and lose margin due to poor project performance?
- **Dissatisfied employees** lead to high fluctuation, a loss of competencies and know-how and the associated costs?
- **You have no portfolio management**, cannot compare projects and have to prioritize resources according to gut feeling because hard facts are missing?
- **You lose valuable know-how** because efficient processes for a learning organization are missing or not implemented sustainably?

Objectives

Agile or classic, structure, continuity and transparency are critical success factors



Leverage digitization: A modern PMIS* with professional tools provides ease of collaboration at and with all levels.



Scale organization: The modular approach to a project office allows for customization based on project needs, team and client.



Ease the burden on teams: Your employees work in a focused manner, avoid unnecessary administration and ensure project success through their expertise.



Professional management: All information for planning, implementation, monitoring, controlling and closing is prepared in a timely and professional manner.



Ensure motivation: By reducing time-consuming administration, teams leverage their core competencies and ensure project success.



Provide transparency: The basis for effective portfolio management, well thought-out decisions and successful measures at the right time.



Secure knowledge: Continuous growth through process optimization to secure usable documentation for functioning knowledge management.

A circular logo with a green gradient and a white border. The text "PMO" is at the top and "Project Office" is below it in white.

PMO
Project Office

Create the head start for your projects

-  **Scalable project management system**, configured as needed, cloud-based and optionally with interfaces to customer systems.
-  **Targeted support for project managers**, teams, scrum masters, product owners and all project participants and stakeholders.
-  **Cost-efficient relief of your teams** enables an improvement of project results, adherence to schedules and optimized use of your team competencies.
-  **Problem avoidance**, project status and performance are made transparent, risks are identified, and solutions are proactively enabled.
-  **Administrative time is reduced**, management and teams gain valuable time for project management and implementation.
-  **Professional portfolio management**, management and teams make decisions based on numbers, data and facts.
-  **Process capability and maturity of the organization** increases, resources are optimized, costs are saved, and knowledge management is ensured.

TRANSPARENCY - THE BE-ALL AND END-ALL FOR YOUR PROJECT SUCCESS



LIVE TRANSPARENCY
Move into the digital fast lane

- ▶ PM Information System PMIS
- ▶ Document management
- ▶ Apps to expand functions
- ▶ Interfaces to other systems
- ▶ Access rights and accounts
- ▶ System Maintenance

*PMIS = Projekt-Management-Information-System

QUICKLY SET UP AND SCALABLE - OPTIMIZED TO YOUR NEEDS

Project office as a service – this is how it works

Set frame parameters

You set the framework parameters of your project such as project type/size/budget, methodology, structure.

1

Select services

You choose your services from our portfolio for planning, monitoring, control, closure and infrastructure.

2

Plan scope of services

We determine a detailed, structured effort estimate, and agree with you on our recommendation for the scope of the services.

3

Implement & optimize

We control the services, show optimization possibilities, reduce the unnecessary and add meaningful extensions.

4

Internal Project Office – Know How to

Planning of the measures

We work with you to create a roadmap that is realistic for your situation, with clear objectives according to your needs.

1

Optimization of your methodology

We look at your methodology, identify necessary improvements and implement them with your employees.

2

Building your infrastructure

We support you in implementing a needs-based infrastructure with integrated systems and intuitive tools.

3

Development of your employees

Our project pilots accompany your teams during the adaptation of methods, processes, systems and tools.

4

You want to know more



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