PMO Setup & Implementation
@ AYXANO

CHANGE

Key for your success

Define and implement the best strategy to align the goals for all key stakeholder and secure the clout power of your **organisation** by focusing on high maturity levels.

Puls beat of your company

Promoting the competence and ability of your **employees** by effectively aligning career paths, professional development and performance management.

Minimize complexity and continuously increase the maturity level in all areas by focusing on usable, effective **methods** and lean, efficient **processes**.

Enabling high performing teams and secure transparency through digitization based on efficient systems and intuitive tools in an integrated infrastructure.

Basis for your competitiveness

Efficiency engine for your teams

ORGANISATION — Strategy Structure

EMPLOYEES — Training Coaching

METHODOLOGY — Methods Processes

INFRASTRUCTURE — Systems Tools

PORTFOLIO · PRODUCT · PROGRAM · PROJECT

CORPORATE

PROJECT

RESULT-FOCUSED

Which problems do you want to solve?
Which goals do you want to achieve?

What type/s of PMO/s do you need?

PMO ➤

- ▶ Type
- ▶ Vision
- ▶ Mission
- ▶ Goals
- ▶ Success criteria

PMO Typen

Strategic Overarching Projects

Enterprise PMO (E)
- ▶ Level: Enterprise level, Reporting to C-Level
- ▶ Goals: Strategy implementation, Portfolio Management
- ▶ Focus: Enterprise portfolio, Enterprise goals

Business Unit PMO (B)
- ▶ Level: Business Unit, Reporting to Senior Management
- ▶ Goals: Standardisation, Strategy implementation, Portfolio Management
- ▶ Focus: Business unit portfolio, Business unit goals

Competence Center (K)
- ▶ Level: Enterprise/BU, Reporting to C/Senior Management-Level
- ▶ Goals: Competence, Quality assurance, Standardisation
- ▶ Focus: Methodology, Project support, Knowledge management

Operational Project specific

Project PMO (P)
- ▶ Level: Project/Programme
- ▶ Goals: Project/Programme goals, Knowledge, Lessons-learned
- ▶ Focus: Customer/Stakeholder, Project management

Support PMO (S)
- ▶ Level: Project/Programme
- ▶ Goals: Support for Project manager and teams, Standardisation
- ▶ Focus: Programme/Project support

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PROJECT&CHANGE

CHANGE

INCREASE MATURITY

Enterprise gaols
Strategy implementation
Project portfolio management (PPM)
Stakeholder- and Change-Management
Risk- and quality management

ENABLE EMPLOYEES

Competency development, Apprenticeship
Coaching
Performance Management
Resource management
Support

ORGANISATION Strategy Structure

EMPLOYEES Training Coaching

PORTFOLIO • PRODUCT

CORPORATE

PROGRAM • PROJECT

METHODOLOGY Methods Processes

INFRASTRUCTURE Systems Tools

Standardisation
Methods
Processes
Tools/Templates
Knowledge management

OPTIMIZE WORKFLOW

Digitalization
Systems and Tools
Integration/Interfaces
Security
Performance

ASSURE TRANSPARENCY

PROJECT

Projekt-Management Reifegrade

5 — Optimized Holistic

Organisation: PMO/PPM formalized enterprise wide and integrated in strategy. Resource pool.
Employees: Learning organisation/knowledge management implemented and continuously optimized.
Methodology: Focus on overarching PPM. Continuous improvement through lessons learned cycle.
Infrastructure: Integrated systems for monitoring, reporting, steering, collaboration in all PM areas.

4 — Steering Efficient

Organisation: PMO/PPM cross linked between business unit levels incl. risk/benefit management.
Employees: Internal coaching integrated in development concept.
Methodology: Performance management in all projects. Strategic program/project structure and portfolio management.
Infrastructure: Workflow driven. System/tools support portfolio management and are fully adapted in business units.

3 — Definition Integrated

Organisation: Project management and PMOs established on BU level. Formalized resource pools.
Employees: Development and performance management implemented for all PMs.
Methodology: Project management standard and PPM established. Project clearance based on portfolio.
Infrastructure: Complete PMIS implemented incl. reporting dashboards and portfolio management functions.

2 — Development Evolving

Organisation: Project management increasingly used. PMOs partly initiated and used.
Employees: Needs based project resource management. Basic training for all project managers.
Methodology: Basic PM methods and processes defined and increasingly adapted. Continuous evolvement.
Infrastructure: Project collaboration on team level implemented. Basic planning and steering functions.

1 — Initiation Reactive

Organisation: Volatility in project prioritization and resource management. No consistent project management.
Employees: No consistent knowledge base. No or not well educated project manager.
Methodology: No consistent project management standard. Reporting varies from one PM to the other.
Infrastructure: Limited PM tools mostly not cross linked. Insufficient collaboration tools.

0 — Not existent Ad Hoc

Organisation: Ad hoc Resource management. Prioritization based on gut feeling. Project management not accepted.
Employees: No formalized PM role. PMs primary administrators without clear role description and empowerment.
Methodology: Methods and processes dependent on competence level of project manager.
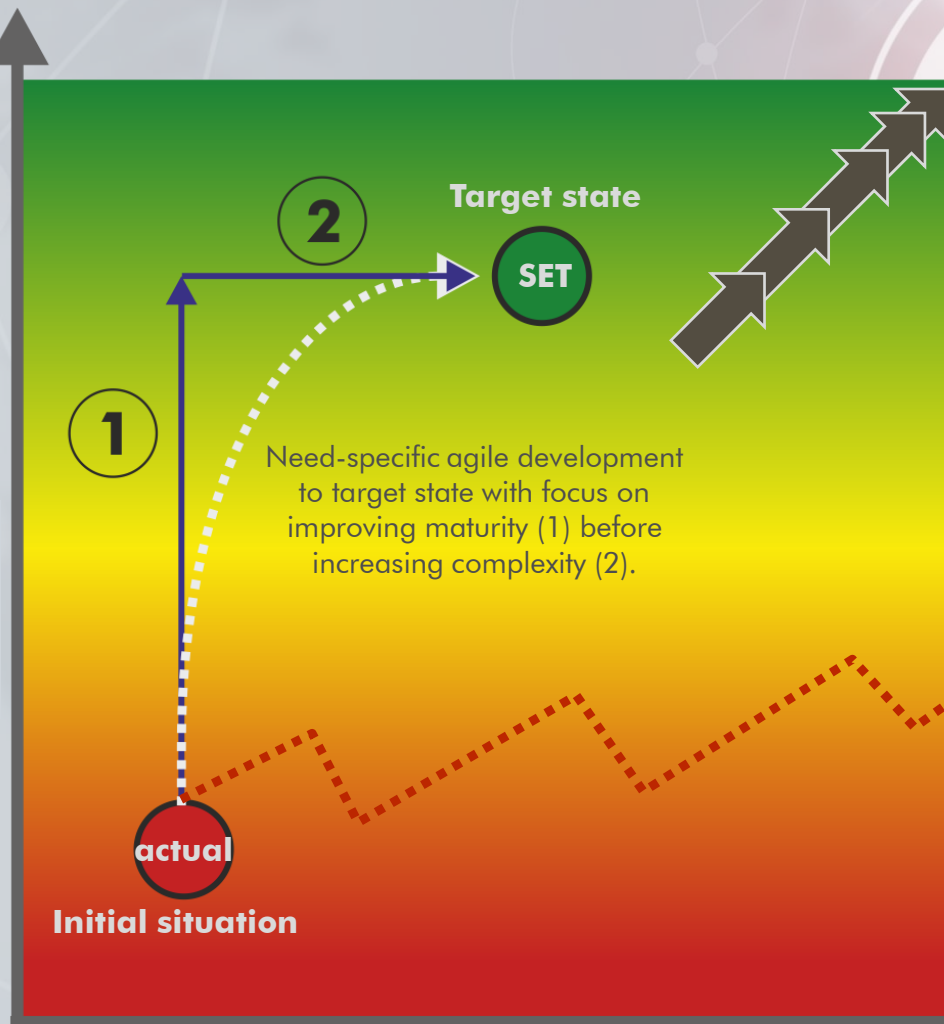Infrastructure: No PM tools. Use of general office mainly not cross linked.

Adaption – Basis for added value

Maturity before Complexity

All areas are completely developed according to the needs, fully implemented and adopted, including continuous improvement through a learning organisation.

Direction for fully project based business models

Target state

SET

②

①

Need-specific agile development to target state with focus on improving maturity (1) before increasing complexity (2).

Maturity Level
(Organisation, Project manager, Teams)

No or only rudimentary processes, methods and tools, unstructured, ineffective and ad hoc.

actual

Initial situation

Simple task management and small projects

Complexity
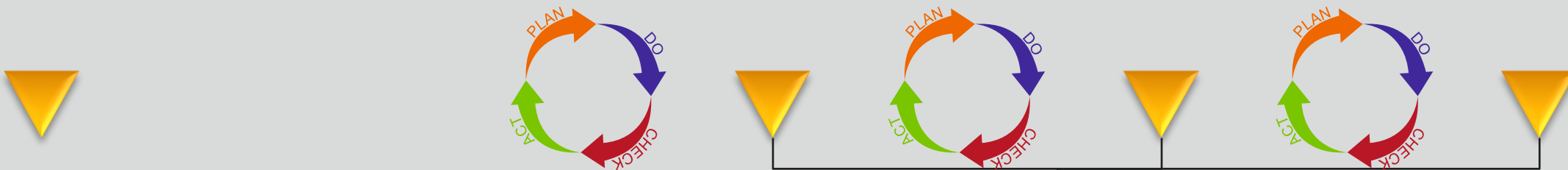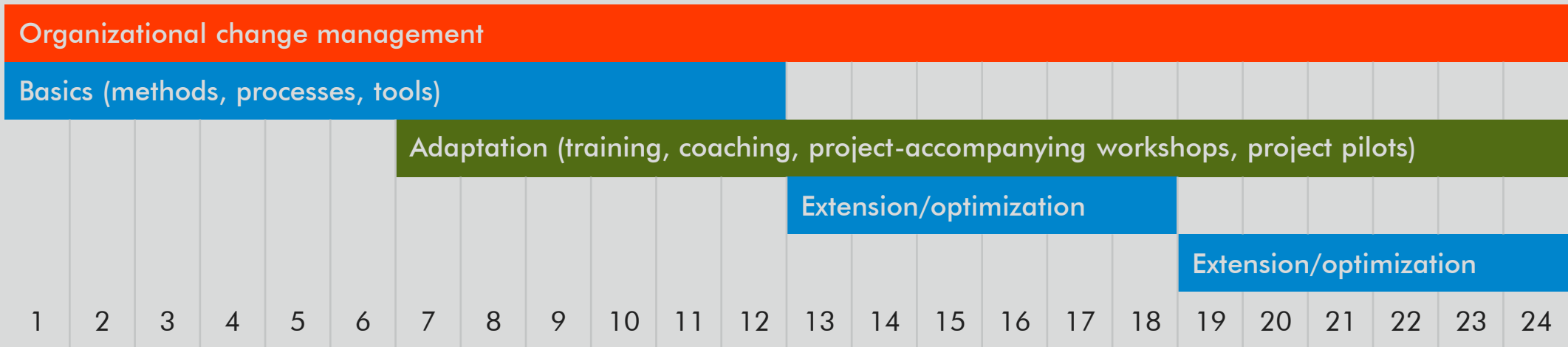(Methods, Processes, Infrastructure)
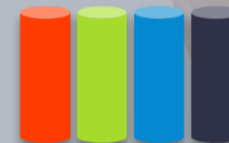
Professional project-, program- and portfolio-management

PHASED IMPLEMENTATION FOR BETTER RESULTS

Start: PMO assessment and goal definition.
Procedure: Basics in 12 weeks, extensions in 6-week cycle.
Adaptation: Pilot projects for validation and preparation of roll-out.
Goal: At least maturity level 2 before methods/processes are extended.

- *Simplicity - Simple and intuitive methods, processes and tools*
- *Optimization through feedback loops during introduction*
- *Integration into training program*

Organizational change management
Basics (methods, processes, tools)
Adaptation (training, coaching, project-accompanying workshops, project pilots)
Extension/optimization
Extension/optimization

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22   23   24

- PMO Assessment
- Problems to be solved
- PMO Vision
- PMO Mission
- PMO Goals
- Creation Backlog

- arget achievement
- Stakeholder feedback
- Adjustments (problems, goals, mission)
- Next steps (Update Backlog)

Successfully realize your projects without ifs and buts

Project Management

Project manager

- Organizational or IT projects, small and large, local and global.

- Experienced professionals make your projects shine.

- Methodology that fits the team - classic, agile, hybrid, best-fit.

Project pilots

- Helping hand and bodyguard in case of emergency.

- Support and coaching of your PMs and teams.

- Safe learning and growing on your own, real project.

Project Savers

- Project assessments show the right adjusting screws.

- Development of functional recovery plans.

- Implementation of measures by real professionals.
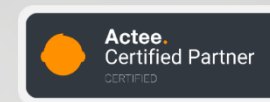
PMO

- From project office to global project portfolio management.

- Building your PMO structure and develop your teams.

- PMOaaS scalable for fast results and lasting success.

Change Management

Successfully change and drive adaption

certified **Prosci** ADKAR

Actee. Certified Partner CERTIFIED

Change Manager

- Professional practitioners and certified experts.

- Take the scariness out of your change projects.

- To plan and successfully realize your strategy.

Change Pilots

- Support and coaching for your change managers.

- Helping hand in the back and bodyguard in difficult situations.

- Safe competency development in your running projects.

Implementation

- Certified partner of Prosci ADKAR and Actee.

- Up to date methods, processes and tools for lasting success.

- From implementing new systems to organisational restructuring.

Gamification

- Learning playfully with fun in competitive gaming environment.

- Experience action and reaction in learn what works best.

- Preparation for the realization of your changes.

You want to know more ?

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PROJECT & CHANGE
POWER FOR PROJECTS   PASSION FOR PEOPLE