

# Charter: PMO SIG Local Interest Group

## Revision History

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# 1. Overview

## 1.1. Purpose

The purpose of the PMI Westchester Chapter Project (or Program) Management Office Special Interest Group (PMO SIG) Local Interest Group is to:

- Share best practices and experiences related to PMOs
- Learn things you don't "get from a book"
- Provide additional networking opportunities with others in the PMO field
- Provide a forum where you can ask any/specific questions (no question too dumb)
- Earn additional PDUs

This document addresses its membership and their roles/responsibilities.

## 1.2. Scope

The PMO SIG will focus on

- PMO-related topics, including processes and oversight groups
- Organizational theories and their application
- Topics raised by the group as being of interest

## 1.3. Related Resources

- PMI Westchester Web Site (see PMO SIG Page, specifically)  
<http://www.pmiwestchester.org>
- PMI Web Site  
<http://www.pmi.org>

## 1.4. Related Documents

- See Section 1.3.

## 2. Composition of the Committee

### 2.1. Members

Members of the PMO SIG include anybody with an interest in PMOs and related activities.

### 2.2. Roles & Responsibilities

<b>Role</b>	<b>Responsibilities</b>
Chair	Facilitate PMO SIG meeting - Prepare Agenda - Facilitate discussion - Produce short article for Newsletter
Secretary*	Take notes/minutes

\* The role of Secretary will be rotated. A volunteer will be solicited at the beginning of each meeting.

## **3. Meeting Activities/Details**

### **3.1. PMO SIG Meetings and Procedures**

The Committee shall convene at the conclusion of scheduled PMI Westchester Chapter meetings. Please refer to the PMI Westchester web site for schedule. Meetings duration will be approximately one hour (usually from 7:45pm – 8:45pm).

The Secretary will keep written notes/minutes which will be posted in the PMO SIG page of the PMI Westchester Chapter web site.

The goal(s) of this meeting is (are):

- to share ideas and experiences related to PMO functions/activities

The meeting agenda (with estimated time-boxing) will include:

- Introduction (up to 5 minutes)
- Member Announcements (up to 10 minutes)
  - Job opportunities (within our companies, industries, etc.)
  - Tools – Project, time management, specialty, ...
  - Articles of Interest
  - Other meetings/seminars of interest
- “Blunder of the Month” – sharing of a lesson learned (up to 5 minutes)
- “Problem/Challenge of the Month” – present your question/challenge to the group for advice/feedback (up to 5 minutes)
- Key topic presentation/discussion (up to 35 minutes)