

PMO SIG October 11, 2011 Meeting Summary

Main Topic: PMO SIG Running June 2012 PMI Westchester Chapter Meeting

Contingency planning

- We need a contingency plan for unplanned disasters, e.g. the sudden agenda change for tonight's chapter meeting, with last minute speaker cancellation

Ideas for polling chapter membership for topic or format preferences

- Need to get the "voice of the customer" to help ensure meeting success
- Hand out flier at registration desk with meeting ideas to choose (vote); collect at meeting
 - Offer a raffle prize (Book, Starbucks gift card) to encourage voting
- Include a slide in the chapter meeting slide deck to present meeting ideas for 'show of hands' voting by members
 - Paul O'Connor is emcee of November meeting (advantage for PMO SIG polling)
- Discuss meeting ideas among members at tables during networking/dinner
 - A PMO SIG member is 'planted' at each table to discuss, solicit feedback
 - If 2 PMO SIG members could be planted at table, better discussion could evolve
- A two-stage survey should be considered
 - 1st stage – suggest topics, get feedback, solicit suggestions for new topics (November meeting)
 - 2nd stage – present final ideas for feedback/vote (December meeting)

Topics chosen by PMO SIG for discussion and feedback with members at November meeting

- What makes PMOs successful and what makes PMOs fail?
- What are the essential skills and talents needed in PMO positions?
- What are the various types of PMOs? (size, structure)
- What are the advantages and disadvantages of PMOs?
 - Organizations that have PMOs vs. organizations that do not have PMOs
 - Projects that are run under a PMO vs. projects that are not run under a PMO
- In organizations that have no PMO, is the PMO role done elsewhere? (e.g. Audit, HR)
 - What/where/how do PMO-less organizations do that a PMO might do for them?

In a 1 hour meeting, we might be able to cover several topics.

Targeted networking plan for November meeting

- PMO SIG members will 'plant' themselves at each table during dinner/networking portion of chapter meeting
- Introduce PMO SIG meeting ideas informally, invite discussion and feedback
- Same 'script' of ideas should be used to collect consistent feedback
- Report feedback at November PMO SIG discussion for next stage planning

Future Topics to Consider

1. PMO Best Practices to support learning and process improvement within project teams
2. Coordination to roll out Agile in your organization
3. Defining the Role of the PMO
4. Looking at the PMO from the Outside
5. Supporting Organizational Decisions
6. PMO Governance and Portfolios
7. PMO Resources - Templates, Websites, etc.
8. Client Cultures
9. The PMO and Cross Organizational Matrix Management
10. Model PMO Job Descriptions (Maude Fribourg has sample, find others)
11. Keeping PMOs Active *ref: June 2011 PMO SIG minutes*
12. PMO – Current and Future *ref: June 2011 PMO SIG minutes*
13. PMO Practices vs. Upper Management *ref: June 2011 PMO SIG minutes*
14. PMO Promotion in the Academic World *ref: June 2011 PMO SIG minutes*
15. Lifecycle of a PMO, how to start one and pitfalls at different stages of the lifecycle

Attending: Carl Gessman, Daniel Walsh, David Kabat, David Rabinowitz, Jason Fox,
Louis Kural, Maude Fribourg, Marlo Moss, Mayra Rodriguez, Paul O'Connor

October 11, 2011
7:45 – 8:45 PM

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