

## PMO SIG September 2012 Meeting Summary

### Discussion Topic: PMO SIG

#### Welcome Back to the PMO SIG

#### PMO SIG Discussion Topics

- Survey of proposed discussion topics conducted with sign-in sheet

Topic	Votes
PMO Best Practices to support learning and process improvement within project teams	1
Coordination to roll out Agile in your organization	1
Defining the Role of the PMO	
Looking at the PMO from the Outside	1
Supporting Organizational Decisions	1
PMO Governance and Portfolios	
PMO Resources - Templates, Websites, etc.	1
Client Cultures	3
The PMO and Cross Organizational Matrix Management	1
Model PMO Job Descriptions (Maude Fribourg has sample, find others)	
Keeping PMOs Active	
PMO – Current and Future	
PMO Practices vs. Upper Management	1
PMO Promotion in the Academic World	
Lifecycle of a PMO, how to start one and pitfalls at different stages of the lifecycle	
Working with a Multi-generational Workforce	1
Promoting the value of the PMO	1
Explaining the benefits of the PMO	1

#### Interesting Problems Encountered Over the Summer

- Managers lacking skills
  - Use as a learning experience, 'what not to do'
- How to sell the startup of a PMO
  - Sparked next discussion

## How to Sell the Startup of a PMO

- Depends on the Organization of the PMO
  - Centralized PMO, with PMs reporting to central PMO
  - PMs reporting vertically within business areas served, PMO governance is aside from PM vertical reporting (PMO is a corporate function)
- Sell by example, e.g. Y2K projects showing benefits of an organization that crossed many boundaries of internal organizations
- Focus on the 'pain points' that a PMO can help solve and relieve
- May be need for a corporate PMO that handles projects and problems that don't neatly fit into other organizations
- Selling PMO as an auditing organization can be disastrous, but might appeal to highly regulated organizations' executives
- Using simple starting points to build a foundation, to demonstrate benefits and potential of full PMO
  - Building project management standards, templates
  - Proliferating use of simple standards
  - Gradually build upon starting points
- Demonstrate the value of PMO practices to spark PMO growth
  - Best to have success stories that demonstrate value

## Tools and Templates

- PMO SIG page on [www.pmiwestchester.org](http://www.pmiwestchester.org) has links to some templates and tools
- Sharepoint has had good success among SIG members
  - Publishing templates, logging/tracking issues, risk registers, etc.
- Google Docs has not had such good success among SIG members
- Plethora of templates and tools on the Internet (searches can be overwhelming)

## What's driven SIG members crazy over the summer?

- Job searching
- Advice shared:
  - PMIW Job Club had presentation delivered by Chris Hanson on managing job search as a project. Chris' presentation "The Job-Search Life Cycle" is posted on Job Club Meetup site: <http://www.meetup.com/Westchester-Project-Managers-Job-Club/>
  - Book "Why good people can't get jobs" (available as free e-book from Amazon and other sites this week only)

## Next Meeting

Next meeting in October. Agenda topic TBD

### 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. Trend for PMOs toward coaching role *ref: Charlene Draine, November 2011*
- ★ *In Progress*

Attending: Adella Rosenthal, Agatha Podhaiski, Carol Gingold, Chris Memmesheimer, Daniel Walsh, David Kabat, David Morgen, David Rabinowitz, Dorothy Cunha, Edmund Williams, Felicia Ricketts, Howard Paul, Jason Fox, Louis Kural, Makuta Kamara, Marlo Moss, Mayra Rodriguez, Noreen Thompson, Richard Loeb, Sofia Bender

September 11, 2012  
8:15 – 9:15 PM

Chair: David Morgen, PMP  
*davemorgen@hotmail.com*  
Scribe: Jason Fox, PMP  
*jpjfox@gmail.com*