



December 2010

PMO SIG Local Interest Group Meeting - Summary

Main Topic: PMO Tools and Dashboards

Share information in a common location instead of email

1. Google Group and SharePoint have been effective
2. Email a link instead of attaching documents
3. Discuss shared location in meetings
4. A counter on hits identifies usage

Communications with Dashboards

1. Focus on essence of what people need to know
2. Different levels based on audience (1 pager, summarize for execs, drill down for details)
3. Focus on Actions
4. Use pictures vs. numbers to tell the story that people will understand and remember

Effective Tool Adoption

1. Selection
 - a. Simpler is better – minimize training, integration and searching for content
 - b. Ease of adaption and value to PM and organization is usually more important than laundry list of rarely used features
2. Migration Strategies
 - a. Make sure it is stable before migration (ex: be wary of version 1.0 or betas). Many prefer to wait until SP1 or SP2
 - b. Do not chase releases
 - c. Migration is a project: Mandate/Exec Support, Road show, Open House
 - d. Look at Monster and Dice to identify tools that have traction in the marketplace
3. Open House for Rolling Out Tools
 - a. Employee Seminars on Tools
 - b. Case Studies / Abbreviated versions of actual scenarios
 - c. Focus on WIIFM (What's In It For Me)
 - d. Can do as webinars and conference calls
4. Tool Usage
 - a. Use tools for their intended purpose
 - b. Separate data from reporting
 - c. Can use security as needed – ex: separate reporting areas for internal and external audiences based on consistent information but showing appropriate pieces
 - d. Provide audit trail – where did that report come from?

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. What can the PMO do to support Soft Skills Development for Project Managers
4. Defining the Role of the PMO
5. Looking at the PMO from the Outside
6. Supporting Organizational Decisions
7. PMO Governance and Portfolios
8. Handling PMO Opponents
9. PMO Resources - Templates, Websites, etc.
10. Client Cultures
11. The PMO and Cross Organizational Matrix Management

Participants: Agatha Podhaiski, Daniel Walsh, David Kabat, David Morgen, Dorothy Pantano, Ed Robin, Gabi Kladni, Jason Fox, Locksley Philips, Maude Fribourg, Mayra Rodriguez, Marlo Moss, Paul O'Connor