



PMO SIG February 8, 2011 Meeting Summary

Introductory Topic: Review of PMO SIG charter

1. Highlights of charter were distributed and reviewed by Paul O'Connor
2. Full charter posted at: <http://www.pmiwestchester.org> under "PMO SIG" section.

Main Topic: PMO Job Descriptions

Usefulness of reviewing PMO Job Descriptions

1. Good for tailoring résumés
2. Good for identifying training needs and skill gaps

Buzzwords often found in PMO Job Descriptions

1. General: Enterprise, Matrix, Portfolio
2. Techniques: Dashboard, Executive reporting, Governance, Metrics, Templates
3. Tools: Microsoft Project, Clarity, Primavera

Differences in 'flavors' of PMOs

1. Governance oriented
2. Centers of Excellence
3. Escalation centric
4. Problem solving

Reviews of 10 real PMO Job Descriptions were distributed for discussion

1. One sample had a huge list of requirements, and listed 10+ years experience needed. In reality 25+ years would be reasonable to meet all the requirements listed.
2. Another emphasized "leadership and training" requirements, but oddly stated this was to be done remotely.
3. One for 'Compliance Sr. Program Manager' listed a lot of buzzwords – policies, strategies, enterprise-wide, multiple simultaneous projects, etc. Overall it seemed very vague and detailed at the same time.
4. Another listed a requirement such as "strong knowledge of Acme's internal processes". This is a clue that the external posting is probably an HR requirement, but an internal candidate is likely preferred, perhaps even identified.
5. A few were very brief, non-detailed, non-specific, difficult to gauge.

Pros and cons of aggregate job sites (Indeed, etc.) vs. company sites

1. Aggregates can be easier to review many postings at one site.
2. Aggregates can be slow in getting latest positions pulled from company sites.
3. More 'legwork' in checking company sites, but worthwhile for specific target companies.

Types of PMO Job Descriptions found

1. Junior – Director of PMO, develops best practices, governance
2. Specialist – Financial PMO, Anti-money laundering
3. Bland, ‘garden variety’ manager of PMO – Bachelor’s degree, PMP, 7-10 years, basic skills listed
4. Senior PMO Manager – Builds the framework
5. One SIG member commented on rewriting her job description, to help employer find the right replacement after her term of PMO duty ended.

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
12. Model PMO Job Descriptions (Maude Fribourg has sample, find others)

Attending: Daniel Walsh, David Kabat, David Morgen, David Rabinowitz, Frank Peverly, Jason Fox, Maude Fribourg, Mayra Rodriguez, Paul O’Connor, Peter James, Rich Lewson, Wayne Winslow, Bruce Winters, James Santangelo, Alice Sebastian.

February 8, 2011
7:45 – 8:45 PM

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