

PMO SIG November 2011 Meeting Summary

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

Topic Survey

Summary of Survey Results (Details attached at end of minutes)

1. Level of Presentation: Mixed, with 60% Advanced, 25% Mid-level and 20% Basic
2. Questions 2-6 were mostly (80-100%) Yes, including:
 - a. Familiar with PMO Skills
 - b. Interest in Kinds of PMO
 - c. Interest in factors for success / failure
 - d. Advantages / disadvantages having a PMO
 - e. How organizations without PMO do PMO work
3. Questions/Comments:
 - a. Blending PMO and Agile
 - b. Industry standard tools
 - c. How to establish a PMO/PMO Framework
 - d. Focus on essential needs and services to support PMs and Management
 - e. Start PMO for Municipality
 - f. Types of PMOS, driven by regulatory requirements and what gets audited
 - g. Ghost PMOs, hiding in the organization, not clear what they do

Convergence on Topic

- SIG should choose the topic with the best value to the chapter and ROI for SIG's time
- Something with group participation from the chapter is preferred, by the SIG and by some of the chapter members polled

Goals

- Present PMO topic to the chapter in a way that energizes members
- Promote the value of the PMO SIG – what we do, what we learn
- Provide ideas people can take back to their jobs
- Provide education on PMOs

Group Participation Ideas

- Flip charts with PMO discussion topics, membership divided into teams, post ideas, then teams rotate to next chart. Then rank the top 3 ideas on each chart.
- Game show format:
 - “View from the trenches” – If you could direct the PMO, what would you do?
 - Take “What do PMOs do to/for PMs?” topic (ref: September 2011 PMO SIG). Have teams guess the PMO SIG's answers (*a la* “Family Feud”), also list new, original answers from the chapter membership.

PMI Role Delineation Study

- Published on PMI web site
- Possible to leverage this for a meeting topic

Next SIG meeting will return to discussing a PMO SIG topic. We will start with a brief (15 minute) discussion for planning the June chapter meeting, followed by a SIG topic discussion.

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
16. Trend for PMOs toward coaching role *ref: Charlene Draine, November 2011*

Attending: Adella Rosenthal, Daniel Walsh, David Morgen, David Rabinowitz, Jason Fox,
Louis Kural, Marlo Moss, Mayra Rodriguez, Richard Loeb

Guest: Charlene Draine, Cheetah Learning

November 8, 2011
7:45 – 8:45 PM

Chair: David Morgen, PMP
davemorgen@hotmail.com

Scribe: Jason Fox, PMP
jpjfox@gmail.com

Attachment: Topic Survey Results and Tally

1. Level of Presentation	2. Familiar with PMO Skills	3. Interest in Kinds of PMO	4. Interest in factors for success / failure	5. Advantages / disadvantages having a PMO	6. How organizations without PMO do PMO work	7. Questions
Advanced	Yes	Yes	Yes	Yes		
Mid	Yes	Yes	Yes	Yes	Yes	Blending PMO and Agile
Basic	Yes	Yes	Yes	No	No	
Mid	Yes	Yes	Yes	Yes	Yes	Industry standard tools
Mid	Yes	Yes	Yes	Yes	No	
Basic	Yes	Yes	Yes	Yes	Yes	How to establish a PMO/PMO Framework
Advanced	Yes	Yes	Yes	Yes	Yes	Focus on essential needs and services to support PMs and Management
Advanced	Yes	Yes	Yes	Yes	Yes	
Advanced	Yes	Yes	Yes	Yes	Yes	
Advanced	No	Yes	Yes	Yes	Yes	
Advanced	Yes	Yes	Yes	Yes	Yes	
Advanced	Yes	Yes	Yes	Yes	No	
Mid	No	Yes	Yes	Yes	Yes	
Advanced	Yes	Yes	Yes	Yes	Yes	
Basic	Yes	No	Yes	Yes	Yes	Start PMO for Municipality
In Aggregate						
Advanced (60%)	Yes (85%)	Yes (95%)	Yes (100%)	Yes (95%)	Yes (80%)	Blending PMO and Agile
Mid (25%)						Industry standard tools
Basic (20%)						How to establish a PMO/PMO Framework
						Focus on essential needs and services to support PMs and Management
						Start PMO for Municipality
						Types of PMOS, driven by regulatory requirements and what gets audited
						Ghost PMOs, hiding in the organization, not clear what they do