

PMO SIG March 2012 Meeting Summary

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

Concept for meeting

Three Part Meeting Concept and Volunteer Teams

1. Introduction on the basics of what a PMO is and does.
Time: 10 minutes
Team: David Morgen, Richard Loeb, Carl Gessman
2. Group breakouts for interactive discussion, in 'game show' format
Time: 30-35 minutes
Team: Carol Gingold, Jason Fox
3. Discussion summary, wrap up, conclusion
Time: 10-15 minutes
Team: David Morgen, Mayra Rodriguez

Interactive 'Game Show'

1. PMO questions for 'game show' group discussion were distributed for feedback.
2. For "Family Feud" simulation a poll for answers prior to the meeting could be done.
 - a. Survey Monkey offers free service with the following parameters:
 - i. Up to 100 survey recipients
 - ii. Up to 10 questions, each with a single answer choice
 - iii. Does not support ranking most popular answer choices from multiple response questions (*a la* Family Feud)
 - b. A paper survey could be distributed at a chapter meeting prior to June.
 - i. Distribute and collect paper survey at April chapter meeting
 - ii. Email survey to PMO SIG mailing list to collect responses from SIG members who did not submit a survey at April meeting
 - iii. Compile responses in May for use at June meeting Game Show
3. Breakout team management should be kept simple, to keep meeting progressing.
 - a. Divide attendees into 4 teams seemed ideal, but depends on total attendance (which is typically large for June 'free admission' meeting)
 - i. Positive: 4 reports for each question
 - ii. Negative: If large attendance, teams are large
 - b. PMO SIG members should be planted in each team, to facilitate discussion and answer consensus in 2 minutes
4. Slides for Game Show would be 2 per question, with 1st slide showing question and answer choices (for team discussion), 2nd slide showing the ranked answers from the April survey.

- PMO SIG Decision: Keep it simple with pre-survey option 2b.
- Carol G. will send final survey document to David M.
- David M. will find a chapter meeting volunteer to bring surveys to April meeting. We need someone with access to a copier (print 60 copies), who can bring the surveys to the April meeting before 5:30 meeting registration opens.
- David M. will help with survey results tabulation.

Introduction: “What is a PMO?”

1. The Introduction team has prepared introduction content, which addresses “What is a PMO?”
- Introduction Team to develop slides for introduction

Summary and Conclusion

1. Planning the summary and conclusion should begin. Additional volunteers needed.
 - a. Mayra is researching some references to include as a Resource List
 2. Possible awards/prizes for game show winners? Need to consider that winner is an entire team, possible ties.
 - a. Token prizes researched: Funds for token prizes are not available
 - b. Photo and fame in newsletter or chapter web page
- PMO SIG Decision: Keep it simple, Offer a ‘Certificate of PMO Excellence’ and group photo of winning team
 - David and Mayra will collaborate on the Summary and Conclusion

Main Topic: PMO Lifecycle, Part 2- Sustaining the PMO

Established PMO - *What are signs of an established PMO?*

- PMO has added value
- PMO has removed or reduced “pain points” in project management

Sustaining vs. Closing PMO

- PMO could close based on “job well done”
- PMO could be recognized for ongoing value

PMO Mission

- PMO mission statement may define the size, deliverables and term of the PMO
- Revising the PMO mission could sustain vs. conclude the PMO, e.g. by defining ongoing role(s) and new scope of resources and time

- Getting the PMO mission “right the first time” helps, considering phases:
 - Startup phase, Deliverables: templates, standards, metrics, dashboards, etc.
 - Ongoing PMO Operation: Program Management, New trend techniques (e.g. Six Sigma), Strategic Project Leadership (value to business, as presented by tonight’s speaker, Aaron Shenhar), etc.

Executive Sponsorship of PMO

- Changes in executive leadership can impact PMO
 - Frequent executive turnover can keep PMO going, if none stay long enough to decide to end the PMO
 - Can introduce an executive who is anti-PMO

➤ *Sustaining the PMO* discussion to be continued at next PMO SIG

Next Meeting Agenda

1. June Chapter Meeting Planning Discussion (max 20 minutes)
 - a. Updates from planning teams
 - b. Next steps
2. PMO Lifecycle, Part 2 - Sustaining the PMO (continued)

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*
- ★ *In Progress*



Attending: Adella Rosenthal, Carl Gessman, Carol Gingold, Daniel Walsh, David Kabat, David Morgen, David Rabinowitz, Howard Paul, Jason Fox, Jim Miller, Larry Cooke, Louis Kural, Marlo Moss, Mayra Rodriguez, Richard Loeb, Wayne Winders

March 13, 2012
7:45 – 8:45 PM

Chair: David Morgen, PMP
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Scribe: Jason Fox, PMP
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