



## PMO SIG February 2015 Meeting Summary

### Member Discussion Topic: The First 30 Days

#### **What Can be Expected within the First 30 Days?**

- Starting Documents
  - ◆ Charter
  - ◆ SOW
  - ◆ Project Plan(s)
- Approach depends on project
  - ◆ Waterfall – repetitive/known
  - ◆ Agile / Scrum
  - ◆ Kanban - minimizing work in progress and focus on highest priorities. See articles:
    - <https://www.scrumalliance.org/community/articles/2014/july/scrum-vs-kanban>
    - <https://www.crisp.se/file-uploads/Kanban-vs-Scrum.pdf>
- Changes and People
  - ◆ Focus is Often Headcount Reduction or Reassignment
  - ◆ Even if this is not the case, people will have fear of how they might be negatively affected
  - ◆ People fear loss, not necessarily change (for instance a promotion opportunity is a big change that people look forward to)
  - ◆ Impact of change depends on the level of the organization – CEO/CxO/Director
- Most PMOs are used for reporting across projects – Stoplight reporting, Highlighting problems

### Next Meeting

Next meeting is in March

### PMO SIG Discussion Topics to Consider

#### **Proposed Topics (items in bold are recent suggestions)**

1. PMO Practice
  - c. PMO Resources - Templates, Websites, etc.
  - d. PMO Governance and Portfolios
2. PMO Promotion
  - a. Looking at the PMO from the Outside
  - c. Promoting the value of the PMO
  - d. Explaining the benefits of the PMO
3. Organizing and Starting the PMO
  - a. Defining the Role of the PMO
  - c. The PMO and Cross Organizational Matrix Management
  - d. Lifecycle of a PMO, how to start one and pitfalls at different stages of the lifecycle

- e. Where should the PMO be migrated into with a company that re-organizes, downsizes?
  - f. Criteria to establish a PMO in your organization - When does it NOT make sense to have a PMO?
  - g. Should the PMO be in-sourced or out-sourced? Why?
4. Other
- e. Model PMO Job Descriptions (Maude Fribourg has sample, find others)
  - f. **Several 15-minute talks on PMO topics of interest**

Attending: David Morgen, David Rabinowitz, Dorothy Cunha, Marvin Bleiberg, Mo Haryn, Ray Francis, Sheryl Littmann, Wayne Winders

February 10, 2015  
8:15 – 9:15 PM

Chair: David Morgen, PMP  
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