

How To Build The Best Project Management Office For Your Business

10 CHARACTERISTICS
of a **GOOD PROJECT MANAGER**

Finding a good project manager is a rarity. If you know one or are lucky enough to work for one, watch carefully to see these characteristics in their practice and character.

- FOSTER GOOD RELATIONS**
Being able to handle a multitude of people and personalities is at the crux of being a good project manager. A strong project manager knows when to bite his tongue, give feedback and when to treat everyone to pizzas.
- INSPIRE**
Be sure to lead by example. When you work in a certain way, it motivates those around you to perform at the same level.
- BE DRIVEN**
Quality results require quality input. A good project manager does what it takes to ensure that things are done, done well and done on time.
- ANTICIPATE NEEDS**
It is the PM's responsibility to make sure people have what they need to bring out the best in them. Fix possible issues in the bud.
- MINIMIZE MEETINGS**
Devote more time to "doing" and less time to talking about doing. Trust that your team is capable and do not micromanage.
- ANTICIPATE PROBLEMS**
Think in 3s. 3 steps, 3 days, 3 weeks into the future and foresee problems that might turn up and then avoid or divert them.
- GOES IN WITH A PLAN**
Good PMs know that planning is required for EVERYTHING, and even if the plan isn't followed precisely, it is still important to have something to fall back on.
- DELEGATE FIRMLY**
Being a good delegator requires you to be aware of those around you and so give the right task to the right person. Test people's strengths and allow them to grow by taking action.
- DON'T COMPLAIN**
Use positive language to deal with tough situations and try to move forwards at all times. Take the past as a lesson that will improve future outcomes.
- FOCUS ON SOLUTIONS**
Being solution-oriented requires that you do not waste time playing the blame game but actually solving the problem at hand. Be positive and get things done!

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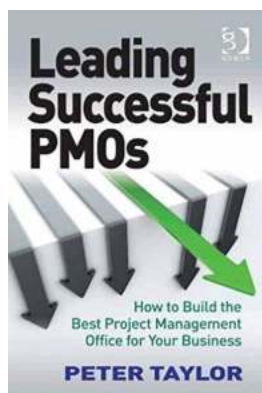
Resources
<http://blog.taskworld.com/10-characteristics-of-a-good-project-manager/>

Are you struggling to efficiently manage multiple projects within your business? Do deadlines often get missed, and budget overruns become a common occurrence? If so, it may be time to consider establishing a Project Management

Office (PMO). In this article, we will guide you through the steps in building the best PMO tailored to your business needs.

What is a Project Management Office?

A Project Management Office, commonly referred to as PMO, is a centralized unit within an organization that provides support, guidance, and oversight for project management. It acts as a hub for project-related activities, facilitating communication, standardizing processes, and ensuring projects align with the business objectives.



Leading Successful PMOs: How to Build the Best Project Management Office for Your Business

by Peter Taylor (1st Edition, Kindle Edition)

★★★★☆ 4.4 out of 5

Language : English

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Text-to-Speech : Enabled

Enhanced typesetting : Enabled

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Print length : 237 pages

Screen Reader : Supported



Step 1: Define the Purpose and Scope of Your PMO

The first step in building the best PMO for your business is to clearly define its purpose and scope. Start by identifying the pain points and challenges faced by your organization in project management. Are you struggling with resource allocation, communication breakdowns, or lack of standardized processes? Understanding the specific needs of your business will help shape the direction of your PMO.

Once you have a clear understanding of the purpose, define the scope of the PMO. Will it focus on overseeing all projects within the organization, or will it be limited to specific departments or projects of high strategic importance? Align the scope with the objectives and capabilities of your organization to ensure it remains effective and scalable.

Step 2: Establish a Governance Framework

A robust governance framework is crucial for the success of any PMO. It defines the decision-making processes, roles, and responsibilities within the PMO, ensuring alignment with the organizational structure. Identify key stakeholders and establish clear lines of communication to facilitate efficient decision-making and problem-solving.

Additionally, define the metrics and performance indicators that will be used to measure the success of your PMO. This will help track progress, identify areas for improvement, and showcase the value of the PMO to the organization.

Step 3: Build your PMO Dream Team

Building the best PMO for your business requires a dedicated and skilled team. Identify individuals within your organization who possess the necessary project management expertise, leadership qualities, and strong communication skills. Consider establishing a combination of full-time PMO staff and part-time resources from different departments to ensure a diverse range of perspectives.

Encourage continuous learning and professional development within the PMO to ensure your team stays updated with the latest project management practices and methodologies. Invest in their growth by providing training opportunities and fostering a collaborative work environment.

Step 4: Implement Standardized Processes

One of the core functions of a PMO is to standardize project management processes. Develop a set of best practices and methodologies to be followed across all projects within your organization. This will not only ensure consistency but also enable effective collaboration and knowledge sharing among project teams.

Provide tools and templates that support these standardized processes, such as project charters, risk assessment forms, and status update templates. These resources will help streamline project execution, reduce inefficiencies, and enhance overall project performance.

Step 5: Promote PMO Adoption and Communication

Building the best PMO requires widespread adoption and support from all levels of the organization. To promote PMO adoption, communicate the benefits and value it brings to the organization. Share success stories and past achievements to showcase the positive impact of the PMO on project outcomes.

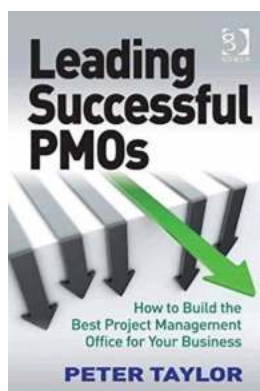
Foster open communication channels between the PMO and project stakeholders. Regularly update stakeholders on project progress, key milestones, and any changes in scope or objectives. This transparency will build trust and ensure everyone is aligned towards the common goal.

Step 6: Continuously Monitor and Adapt

Building the best PMO is an ongoing process. Continuously monitor the performance of your PMO, gather feedback from project teams, and identify areas for improvement. Regularly review and update your governance framework, processes, and tools to align with the evolving needs of your organization.

Embrace change and adapt your PMO to new project management trends and industry standards. This agility will enable your PMO to remain relevant and effective in a rapidly changing business environment.

Building the best Project Management Office for your business is not an easy task. It requires careful planning, collaboration, and continuous improvement. However, by following the steps outlined in this article, you will be well on your way to establishing a PMO that enhances project success and drives overall business growth.



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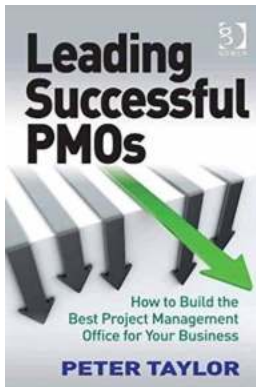
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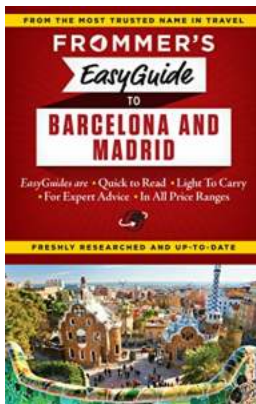
Many organizations profit hugely by utilizing a Project Management Office (PMO); it means they achieve benefits from standardizing and following project management policies, processes, and methods. However, building an effective PMO is a complex process; it requires clear vision and strong leadership so that, over time, it will become the source for guidance, documentation, and metrics related to the practices involved in managing and implementing projects.

Leading Successful PMOs will guide all project based organizations, and project managers who contribute to and benefit from a PMO, towards maximizing their project success. In it, Peter Taylor outlines the basics of setting up a PMO and clearly explains how to ensure it will do exactly what you need it to do – the right things, in the right way, in the right order, with the right team.



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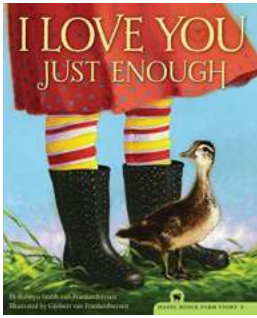
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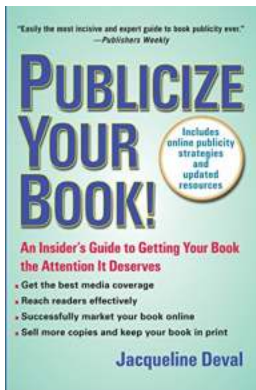
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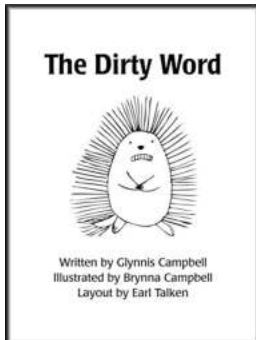
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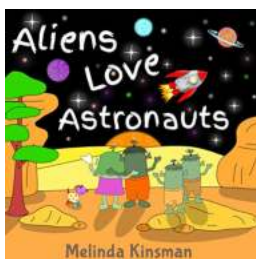
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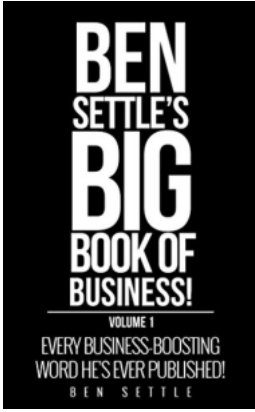
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