Your PMO Career

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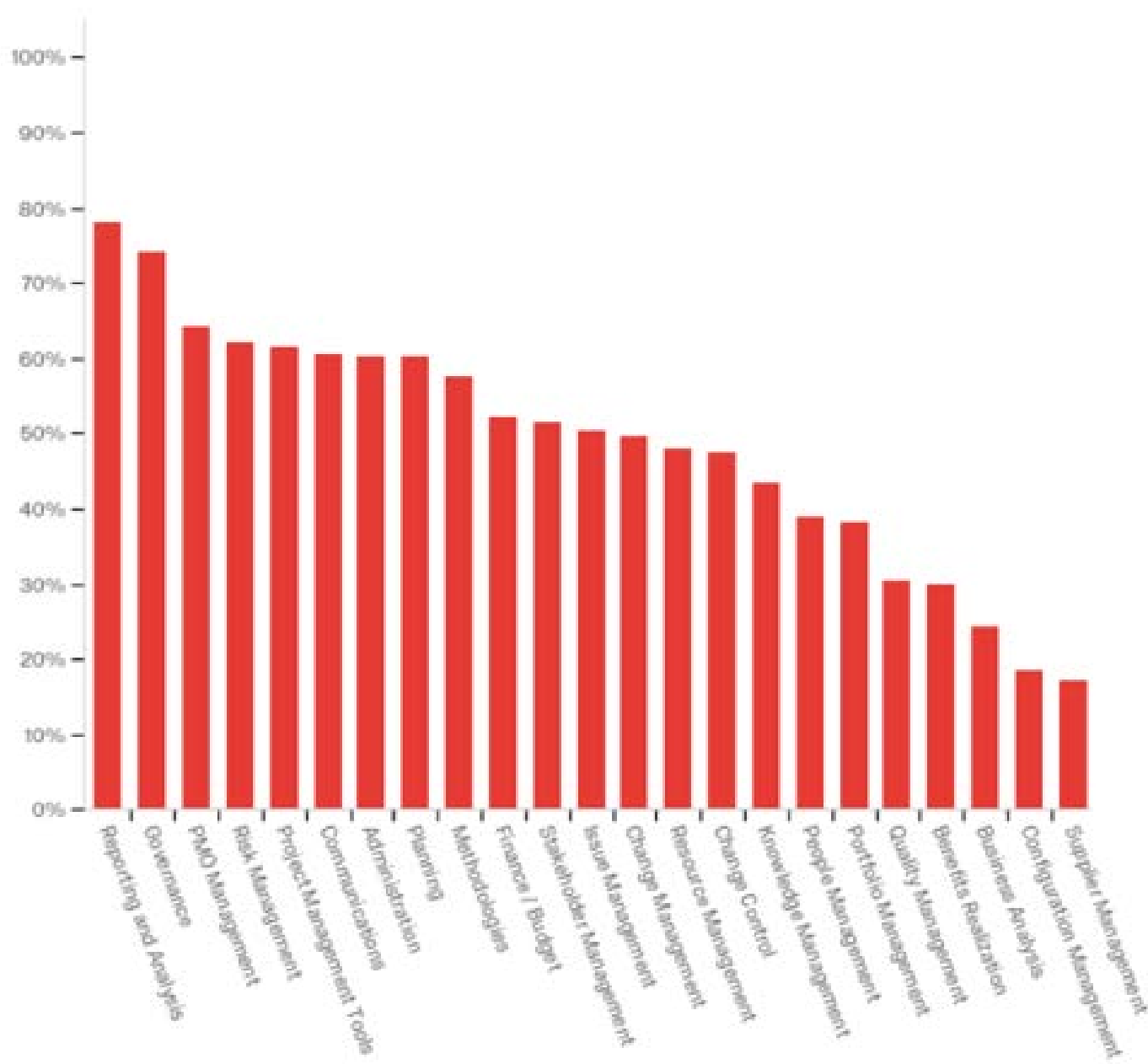
Your Development

What can you do?

What do you need to be able to do?

What is done

What you say
you do

In Summary

Set up, Run, Transform or Close a PMO

Design, deliver and monitor a PMO service

PMO
Learning

How good am I/ do I need to be?

Level 1	Level 2	Level 3	Level 4
Has basic knowledge of the activity and terminology. • Demonstrates this competency in familiar, day to day situations. Follows established methodologies and codes of conduct • Works with guidance and seeks advice on non routine activities • Influences immediate colleagues in own team	Has broad knowledge of the activity and terminology and how it is applied in the current organisation. • Demonstrates this competency in new situations at an operational and tactical level. Interprets guidelines and codes of conduct and applies them to all situations. • Works with little guidance, seeks review of outputs and approach to work as required. Influences colleagues, customers, suppliers and partners on short term issues.	Has extensive knowledge of the competency and terminology and how it is applied in the current and other organisations. • Demonstrates this competency in complex and ambiguous situations. Takes initiative in creating and managing own workload and that of others. Advises others on the application of guidelines, code of conduct and methodologies. Influences widely within the organisation at all levels on medium and long term issues.	Contributes to developing new knowledge and understanding of the activity. • Demonstrates this competency organisation-wide, focus is on future and strategy. Sets direction and • standards. Accountable for the contribution and performance of others to the overall success of the organisation. Influences externally, contributing to development of policy, standards and thought leadership.

PMO Learning

What does good look like?

Competence	Reporting and Analysis v1.0			
Description	Collection and collation of data from various sources and presentation in a structured manner for the user to analyse and make decisions.			
	Level 1	**Level 2**	**Level 3**	**Level 4**
Project Office	• Collects data on progress and risks and contributes to the production of the highlight and/ or checkpoint reports.	• Produces highlight reports using the defined template on behalf of the project manager. • Produces checkpoint reports using the defined template on behalf of the project teams. • Knows the source of the data. • Validates the data contained within the reports.	• Summarises the data to highlight key information for the Project Manager. • Provides scrutiny and challenge to the data providers on the project. • Advises on tailoring of reporting standards, templates and frameworks for the project.	n/a
Programme Office	• Collects highlight reports from projects and collates into a defined format • Collects data on benefits. • Contributes to the production of regular programme reporting using the defined template.	• Produces highlight reports using the defined template on behalf of the project manager. • Produces checkpoint reports using the defined template on behalf of the project teams. • Knows the source of the data. • Validates the data contained within the reports.	• Summarises the data to highlight key information for the Programme Manager. • Provides scrutiny and challenge to the data providers on the programme. • Advises on tailoring of reporting standards, templates and frameworks for the programme.	• Provides a dialogue to accompany the reports, highlighting key information for the board. • Provides recommendations for decisions based on the data. • Provides scrutiny and challenge to the programme board on the decisions based on the data presented.
Portfolio Office	• Collects highlight reports from projects and collates into a defined format • Collects data on benefits. • Contributes to the production of regular programme reporting using the defined template.	• Collates information from projects, programmes and business as usual to provide regular portfolio reports using the defined template. • Knows the source of the data. • Validates the data contained within the reports.	• Summarises the data to highlight key information for the Portfolio Manager. • Advises on tailoring of reporting standards, templates and frameworks for the projects and programmes within the portfolio.	• Provides a dialogue to accompany the reports, highlighting key information for the board. • Provides recommendations for decisions based on the data. • Provides scrutiny and challenge to the board on the decisions based on the data presented.
Centre of Excellence	• Maintains a register of comments and feedback on the reporting standards, templates and tools.	• Trains and supports users of the reporting standards, templates and frameworks. • Update reporting standards, templates and tools as directed.	• Designs and updates reporting standards, templates and frameworks for project and programmes.	• Develops a corporate level dashboard. • Establishes reporting standards, templates and tools across the organisation. • Designs and updates reporting standards, templates and tools across the organisation in line with changing corporate needs.
Key Behaviours	Influence, Questioning, Constructive challenge and scrutiny			

Level 4
Managing and Directing PMOs

Level 3
Leading and Managing PMOs

Level 2
Supporting Portfolios, Programmes and Projects

Level 1
New to Working in Project Support

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PMO Learning offer a full portfolio of PMO accredited training courses which lead to certifications.
Certification courses are available at each of the four career and experience levels.
These courses are complimented by further competency based training - shorter courses and classes created to help you develop your knowledge at each stage of your PMO career.

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PMO Certifications

PMO Learning Competency Based Classes, Courses, Workshops, Seminars & Online

Technical Behavioural Business Specialist

Level 4				AIPM IPMO-Expert	• MoP© Management of Portfolios
Level 3	bcs PPSO Advanced Practitioner		P3O P3O® Practitioner	AIPM IPMO-Practitioner	• MSP© Managing Successful Programmes
Level 2				AIPM IPMO-Foundation	
Level 1	bcs PPSO Essentials	P3O P3O® Foundation			• PRINCE2© Practitioner
					• PRINCE2© Foundation

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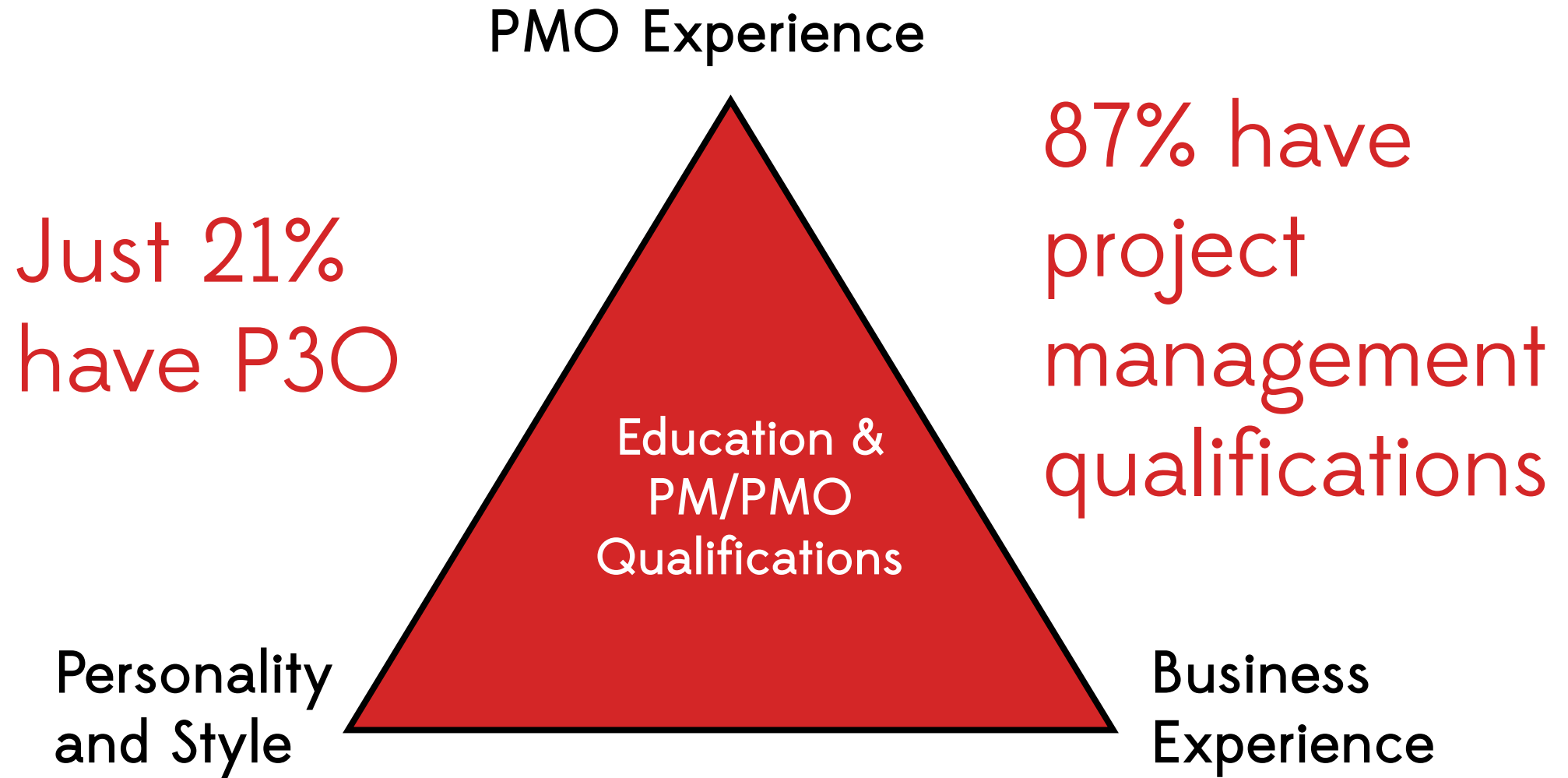
How PMO Professionals Represent Themselves

PMO Experience

Education & PM/PMO Qualifications

Business Experience

Personality & Style

How experienced PMO practitioners stand out and develop their careers professionally

PMO Learning

Confidence

PMO Learning

They Can Tell a Story

PMO
Learning

- Leading
- Open
- Close
- Reflective

Active Listening

Hearing content

Listening for feelings

Observing body language

Neutral technique

Paraphrasing

Self-awareness

Reflection

Questioning

Clarifying technique

Summarising

theperformancecoach.com

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Never Stop Being Curious

PMO Learning

Get Involved or is That Committed?

Any questions?

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