

Career History Role – PMO Mgmt

Type One

Write one sentence which describes the type of PMO you were managing or supporting – what function did it serve?

Pick a competency area – write a brief overview of what you did – the task / activity

- **Use bullet points to give further details if necessary**

Type Two

Write one sentence which describes the type of PMO you were managing/supporting – what function did it serve?

Write a further sentence which introduces your main roles and responsibilities were – why were you hired?

- **Use bullet points to give a list of all the most important activities & competencies**

Type One

<ul style="list-style-type: none">•

Type Two

<ul style="list-style-type: none">••

Examples of Career History Role for PMO Management

Type One

<p>Responsible for PMO and Delivery Assurance for the Projects and Programme delivery unit. Managed a team of over 50 PMO/PSO and project support staff supporting 200 PMs delivering IT infrastructure projects to over 100 accounts (revenue turnover of c. £65m)</p>
<p>Delivery of project support services – body shopping and centralised services to support project delivery</p>
<ul style="list-style-type: none"> • Developed service menu which included support in key areas such as planning, reporting, budgetary control, resource management and change control. • Line management to a team of 50 project support co-ordinators. Responsible for learning and development programmes and career management.
<p>'Project Office' for the Business Unit – internal support, forecasting, delivery framework, training & career development, communications, budgeting, reporting</p>
<ul style="list-style-type: none"> • Areas of responsibility were commercial support, supplier management, MI, time & cost allocation, sign-off process and all project administration support • Implemented a Timesheet Software tool across the department to enable internal charge out
<p>Project Performance & Assurance – ensuring and assuring that projects are performing, governed and compliant</p>
<ul style="list-style-type: none"> • Implemented a project based non-hierarchical delivery methodology • Instigated lifecycle process improvement, developed and implemented a gated assurance process, and introduced best practice templates and processes

Type Two

Global programme office with central hub within the UK. Services included project level and programme level support; providing planning; reporting; change control and budget control. Also responsible for implementing best practice methodologies and processes to each project.

Accountable for providing high quality, robust PMO services to support the effective delivery of the IT portfolio across Europe. Main responsibilities included;

- Project Planning and Reporting, Risks, Issues, Assumptions, Dependency and Opportunity tracking.
- Change control and benefits tracking, Project Financials and Contracts Management.
- Consulting with projects in setup stage and communicating to PMO Leads on good planning practices and ensuring planning is approached in a structured fashion according to the methodology in place.
- Working with Project Managers and Functional Leads on project-related planning subjects and assisting them in constructing their operational plans.
- Producing executive level reports and presentations on project progress, IT, Admin, Events Management and Document Management.
- Supporting the Quality Assurance process by providing data for content-based assessments/reviews focused on plan stage gates, milestones and deliverables.