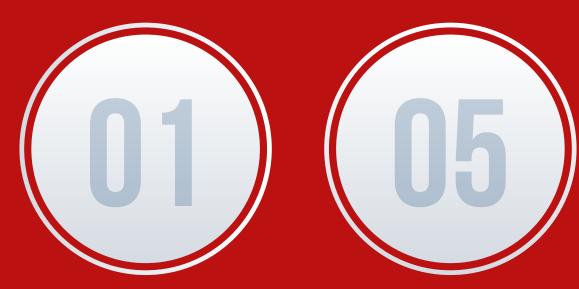
# The Key Responsibilities of a PMO Manager

## **PMO SERVICES**

Be accountable for the provision of all key PMO services (including planning, financial, resource management, risk and issue management, reporting, governance and method compliance) whilst delegating responsibility across the PMO team to achieve maximum effectiveness



# **PMO CoE**

Undertake the role of custodian for the local P3M standards and their continuous improvement, maintain a centralised repository for project management knowledge, templates and local practices

## **PMO TEAM**

Effective team development, ensuring capability development plans are in place for each member of the PMO team with clear performance parameters set for each role and measured accordingly via career performance appraisals

# **CULTURE**

Promote and nurture a culture that motivates and inspires excellent collective and individual P3M performance, embraces change and delivers continuous improvement, initiate and lead change and continuous improvement programmes



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# TOOLS

Design, implement and support effective P3M tools. Maintain a central repository for status reports, work plans, proposals, change requests etc, and ensure timely updates and performance reporting processes.

# REPORTING

Develop reporting frameworks, utilising thoughtful, user-focused design to produce consistent P3M report that are simple to complete and provide easily digestible data, visualizations, analysis and insights to senior leaders and sponsors, to enable effective decisions/ actions

### GOVERNANCE

#### RESOURCES

Drive the identification, recruitment, development, deployment and reassignment of P3M resources



Establish and maintain governance for delivery, defining clear roles, responsibilities and accountability that align with corporate governance practices.





#### **REVIEWS**

Conduct pro-active health checks and reviews; support project teams with implementing findings and recommendations. Escalate and address non-conformance issues proportionately to their impact and needs of the business

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