

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

01

05

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

02

06

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.

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

03

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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

RESOURCES

Drive the identification, recruitment, development, deployment and re-assignment of P3M resources

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GOVERNANCE

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

PMO
Learning



09

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