

(PMO) Project Management Office Exchange Forum 2 Days (14 PDU)

About ProTrain Canada

ProTrain Canada has been a Global Registered Education Provider from the U.S Project Management Institute (PMI®) since 2002. Protrain Canada, along with Protrain China, is part of Protrain Corporation - a global company specializing in the development of professionals seeking to improve competencies in managing projects. Over the years, PTC trained more than 2,000 professionals in all related fields.

Who should attend?

Senior Managers and Directors (or equivalent) who have the overall strategic responsibility of setting up or managing a project management office. The objective is to share experience at the highest PMO management level. Attendance is by invitation only. The number of participants is limited.

Objectives

Following suggestions received from our customers, PTC will be organizing the 2nd Project Management Office (PMO) Exchange Forum which will focus only on challenges face by Project/Program Management professionals working in companies based in Montreal. The key focus of this 2nd Exchange Forum will be on strategic linkages, PMO competencies and practical management tools that are helping PMO professionals enhance the value proposition of their PMO team versus the overall business objectives, with a special focus on financial aspects in this economic downturn period.

This exclusive Exchange Forum will be the place where you can exchange best practices, benchmark, initiate a network and more. Presentations from participating companies and ProTrain Canada will address six topics that are very relevant in these days to PMO teams to help them achieve their operational objectives and increase their value contribution to the entire organization. Following the presentations, there will be opportunities for brainstorming and workout sessions with various workshop sessions enabling exchange views and benchmark with leading global companies.

The Montreal region is at the cutting edge of project/program management and we believe that PMO Senior Managers and Directors from different industries have a lot to learn from each other and PTC is proud to provide that synergy.

The six value-driven management tools that will be addressed during these two days are:

- 1) Strategic linkage of PMO to the business results
- 2) PMO Competencies required (Soft skills)
- 3) Developing your PMO value proposition
- 4) Deploying the technical tools of a PMO
- 5) Feasibility studies
- 6) Total Cost of ownership & Business case

The process that we will follow to review each tool will be:

- a) Presentation of the concept as per the industry (by PTC)
- b) Presentation of their own experience with this concept by a company participating in the Forum
- c) Round table discussions by participants on benefits, requirements, issues and challenges

Each company present at the Forum is invited to pick one of the 6 topics and prepare a short presentation (maximum 30 minutes) on how they are applying it, their results, their issues, any lessons learned and recommendations.

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Presentation Topics: One presentation per company on one of these topics

Strategic linkages to business results

Did you set up a PMO? How did you do it? What is or what were the main challenges? How did you position within the company? What is the mandate? What are the roles and responsibilities? What methodology do you use? How do you deploy it? In this section we will discuss different types of PMO and their importance to be linked with the business results right from the start. If you pick this topic, provide an example on how you did it.

PMO competencies (Soft Skills)

In this section we will focus on soft skill competencies required to maintain a PMO in an organization and continuously add value. We will discuss negotiations, building up our power, design the communication flow, team building and using facilitation skills to get on top of project (Kick off, WBS session and others). In this section you will be able to exchange on what training or program a PMO should put in place to continuously reinforce the soft skill side of project managers in their organization. If you pick this topic, provide your view based on your experience.

Developing your PMO value proposition

In this challenging economic environment, business restructuring seems inevitable. Senior executives around the world are challenging every function and also PMO's to justify their existence by demonstrating the value they are bringing to the organization. In this section we will take a look at a method that allows a PMO team to generate a value proposition that can enable them to present, using business terms, how they are affecting the profit & loss statements and other financial statement within the organization. If you pick this topic, provide an example your value proposition.

Deploying the technical tools of a PMO

When you decide to implement PMO technical tools, what are the steps? What are the methodology and challenges that need to be dealt with? This section is intended to share experiences on deploying servers, software and other PMO tools in the organization. Another aspect to cover will be how to deal with the cultural business change management aspect during a deployment period in order that the adoption by users goes smoothly. If you pick this topic, provide an example on how you did it.

Feasibility Study

A feasibility study is a project. There are some fundamentals that need to be covered in order to answer key business questions. In this section we will review a framework that defines what needs to be done. What tool do you use to identify the best solutions to solve problems or to fulfil the needs created from an opportunity? How do you ensure it is a viable or feasible solution that will deliver value to stakeholders? How do you capture requirements? If you pick this topic, provide an example on how you did it.

TCO (Total Cost of Ownership) / Business Case

How do you calculate your cost of ownership? How do you make a decision on TCO versus just using the price of acquisition? What tool do you use to develop business cases? How do you find the cost to use in your business case? If you pick this topic, provide an example on how you did it.

NOTE: We are letting participants decide what information they can provide and what is proprietary data or intellectual property. The intent is not to provide information on products or services but on the management tools that you are using to reach specific goals.

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Agenda

DAY 1

Agenda Item	How will it be covered ? (process or Tool)	Desired outcome	Time Allotment	Prime
Coffee	In the Forum room	Meet other participants	8 :30-9 :00	
Introduction	Presentation	Welcome Introduction of participants Agenda Program objectives	9 :00-9 :30	S.Gauthier
Topic # 1 Strategic Linkages Overview	15 charts	Different types of PMO Business Drivers Setting up a PMO (6 steps) Financial linkages	9:30-10:00	S.Gauthier
Break		-	10:00-10:15	
Topic # 1 Strategic linkages Company application	10 charts	Strategic PMO overview Roles & responsibility Issues and challenges Example	10:15-10:45	Presenter Participant A
Topic # 1 Strategic linkages Discussion	Break-out group	Round table discussion on market intelligence	10:45-11:15	Team break-out
Topic #2 PMO Competencies Overview	20 charts	Competencies Kick-off WBS session facilitation Negotiations Power	11:15- 2:00	S.Gauthier
Lunch			12:00-1:00	All
Topic # 2 PMO competencies Company application	10 charts	Project Manager development program Competencies to be part of PMO team Example	2:00 –2:30	Presenter Participant B
Topic # 2 PMO competencies Discussions	Break-out group	Round table discussions on PMO competencies	2:30-3:15	Team break-out
Break			3:15-3:30	
Topic #3 PMO Value Proposition Overview	15 charts	Value analysis concept PMO group cost/ functionality Value delivered per functionality	3:30-4:30	S.Gauthier
Tool #3 PMO Value Proposition Company Application	10 charts	Presentation of the Value proposition of a PMO Example of application	4:30-5 :00	Presenter Participant C
Tool #3 PMO Value Proposition Discussions	Break-out group	Roundtable discussions on Value proposition	5 :00-5:25	Team break-out
Day 1 closing	Q & A	Quick wrap-up on what was seen today Tomorrow's agenda Questions on day 1	5 :30	

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DAY 2

Agenda Item	How will it be covered ? (process or Tool)	Desired outcome	Time Allotment	Prime
Coffee	In the Forum room	Networking with other participants	8 :30-9 :00	
Review of Day 1		Recap day 1 Agenda day 2 Program objectives	9 :00-9 :15	S.Gauthier
Topic #4 Deploying the technical tools of a PMO Overview	15 charts	Presentation of a methodology to deploy the tools for a PMO -Hardware, software -Modules -Training	9:15-10:30	To be named
Break		-	10:30-10:45	
Topic #4 Deploying the technical tools of a PMO Company Application	10 charts	Presentation of a deployed PMO Challenges & issues	10:45-11:15	Presenter Participant D
Topic #4 Deploying the technical tools of a PMO Discussions	Break-out group	Round table discussions on experience sharing versus tools	11:15-12:00	Team Break-out
Lunch			12:00-1:00	All
Topic #5 Feasibility study Overview	15 charts	Introduce a methodology to do a feasibility study	1:00- 2:00	S.Gauthier
Topic # 5 Feasibility Study Company application	10 charts	Share experience of doing a feasibility study in a company environment Example	2:00 –2:30	Presenter Participant E
Topic # 5 Feasibility Study Discussions	Break-out group	Round table discussions on feasibility study	2:30-3:15	Team Break-out
Break			3:15-3:30	
Topic #6 Total Cost of Ownership and business case Overview	15 charts	Present the concept of TCO Review fundamental of a Business case	3:30-4:30	S.Gauthier
Topic #6 TCO/Business case Discussions	Break-out group	Roundtable discussions on TCO Business Case	4 :30-5:20	Team Break-out
Day 2 closing	Q & A	Quick wrap up on what we saw today Forum evaluation	5 :30	