Project Management Office (PMO) Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced, digital-first world, businesses must remain agile, efficient, and aligned with strategic goals. A Project Management Office (PMO) is the backbone of successful project delivery, offering governance, consistency, and leadership across programs and portfolios. Project Management Office (PMO) Training Course provides an advanced, hands-on approach to establishing, managing, and evolving a high-performing PMO. Using proven frameworks and cutting-edge tools, participants will master how to drive enterprise-wide success through project management excellence.

Whether you're initiating a PMO from scratch or elevating an existing one, this course equips you with scalable strategies, performance metrics, and digital transformation insights. Learn how to integrate agile methodologies, deploy project portfolio management (PPM), and leverage AI-powered dashboards to ensure transparency and accountability. Get future-ready with an optimized PMO designed for business resilience, risk mitigation, and strategic execution.

Programme Curriculum

Project Management Office (PMO) Training Course

Introduction

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Course Objectives

1. Understand the core functions of a PMO in enterprise environments.
2. Learn to align PMO goals with organizational strategy and KPIs.
3. Develop frameworks for governance, risk, and compliance (GRC).
4. Deploy agile and hybrid project methodologies within the PMO.
5. Utilize AI and analytics tools for real-time project insights.
6. Build high-performing cross-functional project teams.
7. Enhance resource allocation with workload and capacity planning.
8. Master project portfolio optimization for value delivery.
9. Improve project visibility with interactive dashboards and reporting.
10. Establish change management processes within PMO workflows.
11. Manage stakeholder communication and engagement strategies.
12. Build a PMO roadmap aligned with digital transformation goals.
13. Learn continuous improvement techniques for PMO maturity.

Target Audience

1. Project Managers transitioning to PMO roles
2. Program Managers managing multiple initiatives
3. Business Analysts supporting PMO functions
4. Portfolio Managers seeking governance insights
5. C-Level Executives driving organizational strategy
6. Change Managers building transformation initiatives
7. PMO Directors or aspiring leaders
8. Consultants and Coaches specializing in enterprise project delivery

Course Duration: 10 days

Course Modules

Module 1: Introduction to PMO

- Definition and purpose
- Types of PMOs (Supportive, Controlling, Directive)
- PMO lifecycle stages
- Key benefits and business value

- PMO and organizational maturity

Module 2: Strategic Alignment

- Linking projects to corporate strategy
- Creating a PMO charter
- KPIs and success metrics
- Strategy execution roadmap
- Executive stakeholder alignment

Module 3: PMO Governance Framework

- Policy development
- Standardization and templates
- Audit and compliance
- Risk identification models
- Governance committees

Module 4: Project Portfolio Management (PPM)

- Portfolio vs. program vs. project
- Selection and prioritization tools
- Value realization framework
- Balanced scorecard method
- ROI-based decision making

Module 5: Agile and Hybrid PMO

- Agile principles for PMOs
- Scrum vs. Kanban integration
- Scaling agile in enterprises
- Hybrid project approaches
- SAFe and LeSS frameworks

Module 6: Resource & Capacity Planning

- Demand forecasting
- Workload distribution
- Role-based planning tools
- Skillset optimization
- Allocation strategies

Module 7: PMO Metrics & Reporting

- Real-time dashboard design
- KPIs and data visualization
- Health checks and audits
- Predictive analytics
- Reporting to C-Suite

Module 8: Risk & Compliance Management

- Enterprise risk models
- Risk mitigation strategies
- PMO audit frameworks
- Legal and compliance standards
- Business continuity

Module 9: Stakeholder Management

- Mapping and engagement
- Communication plans
- Escalation pathways
- Feedback loops
- Executive reporting

Module 10: Change Management

- Change lifecycle
- Readiness assessments
- Adoption frameworks
- Resistance management
- Training & communication

Module 11: Tools & Technology

- PMO software (Jira, MS Project, Asana)
- Integration platforms
- AI and machine learning tools
- Automation bots
- Tool governance

Module 12: Agile Transformation

- Transformation readiness
- Culture and mindset shifts
- Agile coaching
- Lean-Agile metrics
- Scaling roadmaps

Module 13: Digital PMO

- Cloud-based project systems
- Data-driven PMO
- Real-time collaboration tools
- AI dashboards
- Virtual PMO

Module 14: Continuous Improvement & Maturity

- Maturity models (OPM3, CMMI)
- Lessons learned frameworks
- Retrospective practices
- PMO health assessment
- Innovation loops

Module 15: PMO Setup & Optimization

- Building from scratch
- Stakeholder buy-in
- Change roadmap
- Customization for industry
- Long-term sustainability

Training Methodology

- Real-world case studies
- Live group coaching
- Interactive exercises
- Templates
- Simulation tools

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com