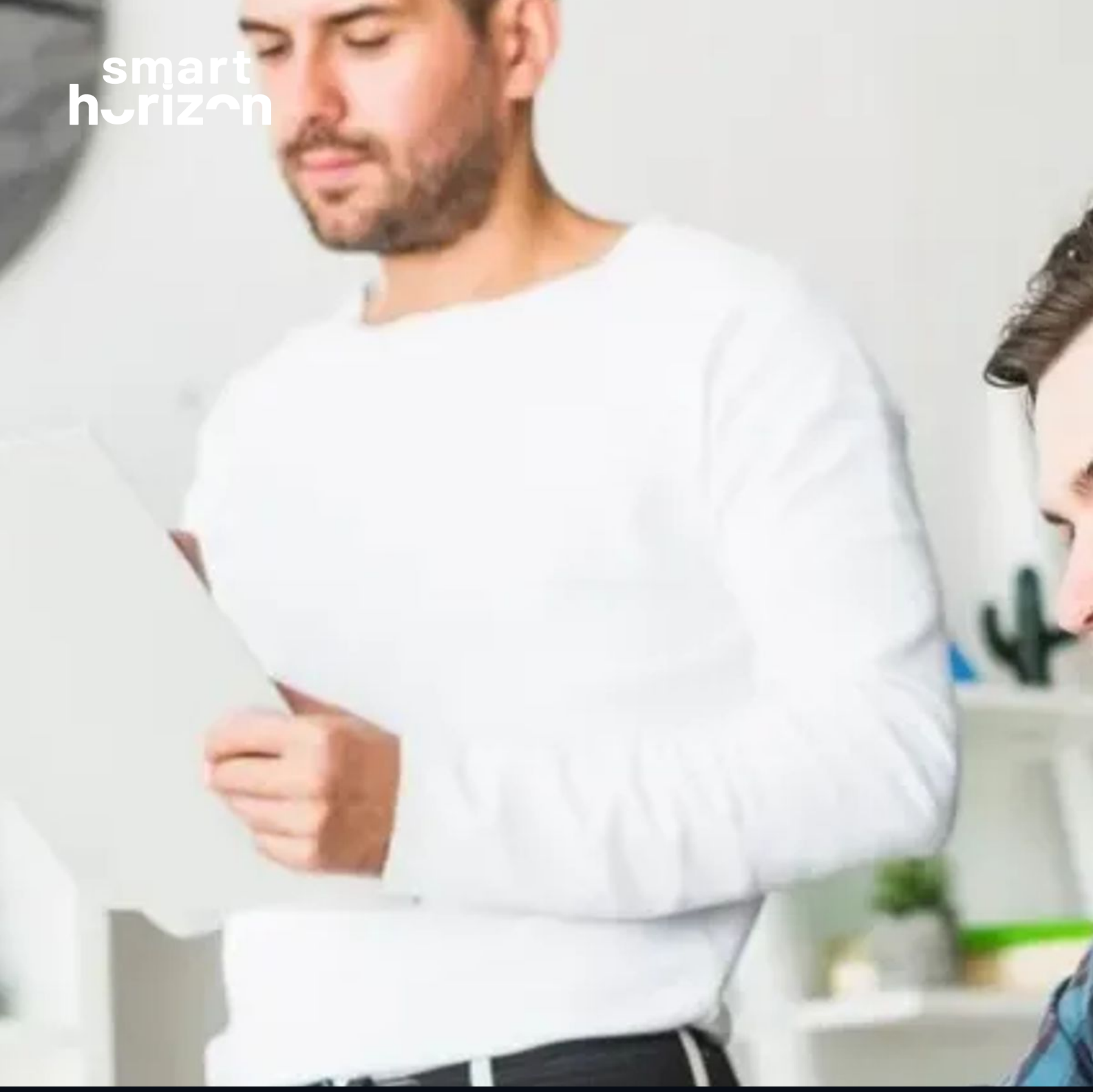


PROJECT MANAGEMENT | COURSE BROCHURE

Mastering Project Management Office (PMO)

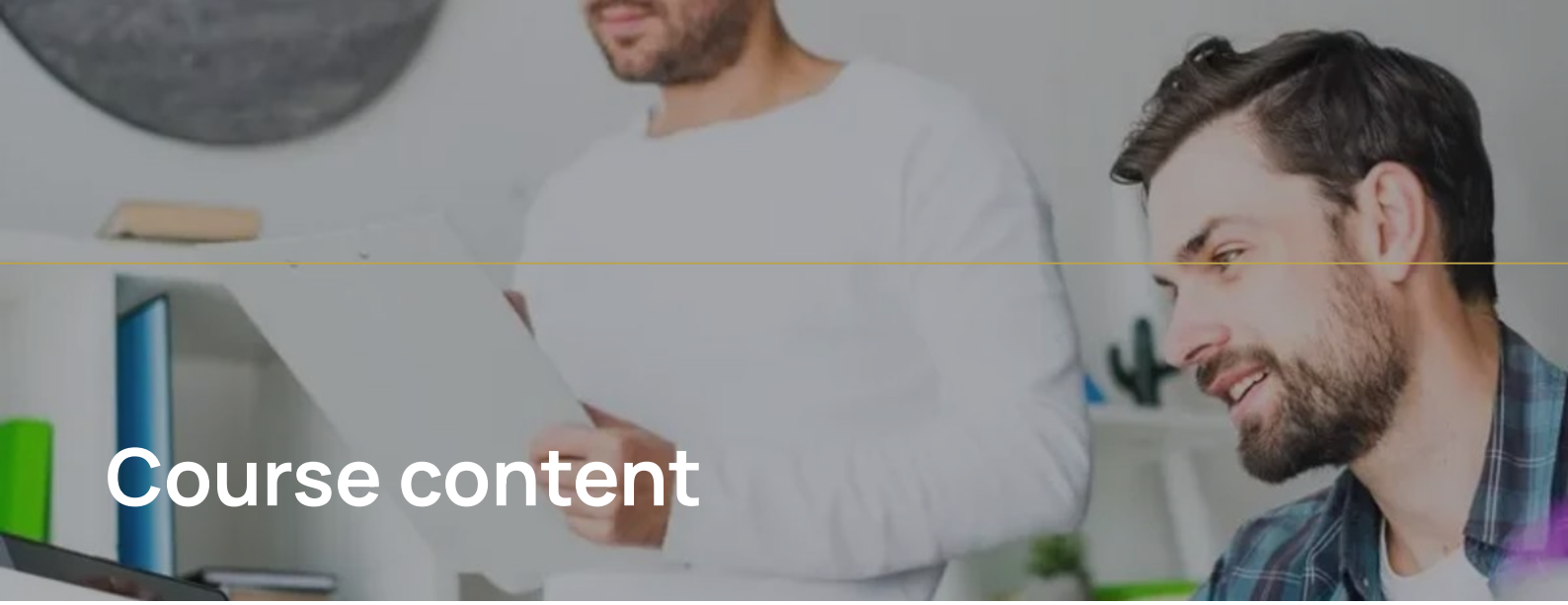
5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

This course provides a comprehensive understanding of Project Management Office (PMO) functions, methodologies, and best practices. Participants will learn to establish, manage, and optimise PMOs to enhance project delivery and organisational performance, equipping them with practical skills for immediate application.

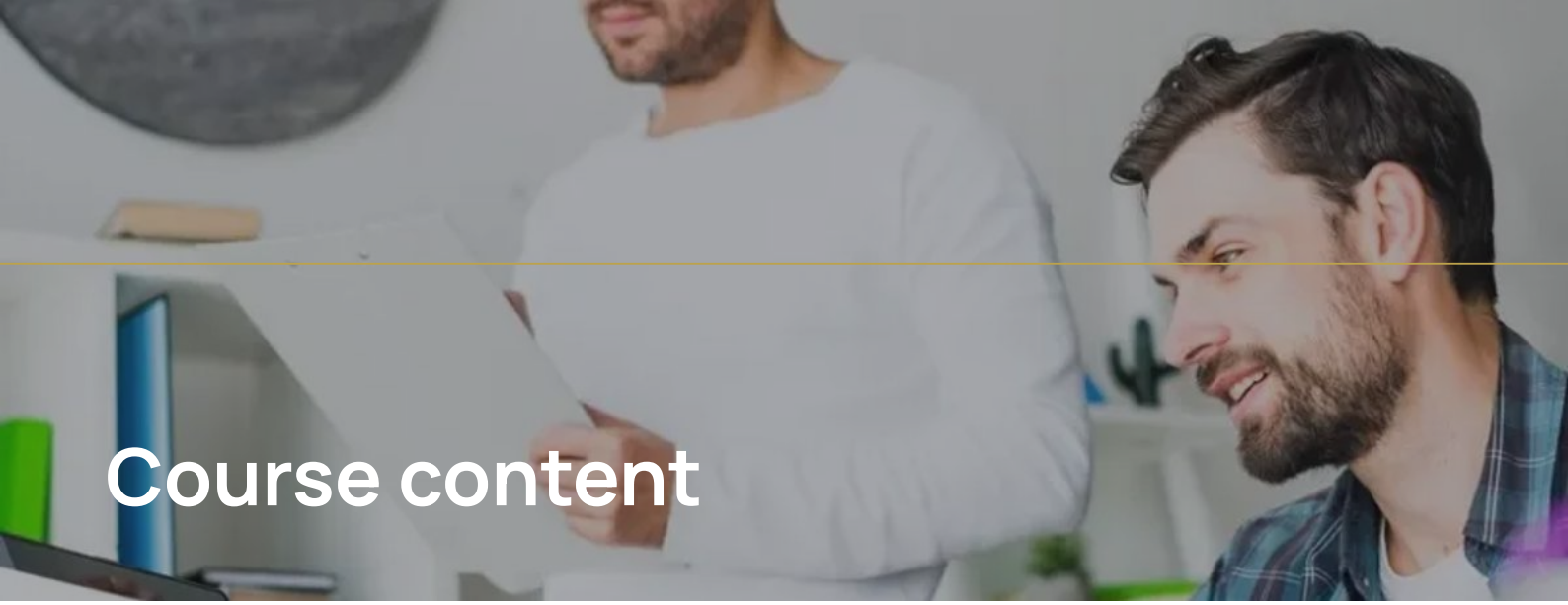
Many organisations struggle with project alignment and resource allocation, leading to inefficiencies and project failures. Understanding how to effectively manage a PMO can address these issues by providing a structured approach to project governance and oversight. This course equips participants with the tools to create a PMO that aligns projects with strategic objectives, ensuring better resource utilisation and project success. Participants will also learn to navigate complex stakeholder environments, balancing competing interests while maintaining project integrity and alignment with business goals. This capability is essential for fostering a culture of accountability and transparency within project teams. Participants will engage in practical exercises that simulate real-world PMO challenges, such as stakeholder management, project prioritisation, and performance measurement. By practising these skills, attendees will gain the confidence to make informed decisions, implement best practices, and lead their PMOs effectively, ultimately driving organisational success through improved project outcomes. They will also develop the ability to analyse project data, enabling them to provide actionable insights to senior management and enhance the overall effectiveness of project delivery. This course prepares professionals to tackle the complexities of modern project management and to contribute significantly to their organisations.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

This course employs a blend of case studies, practical workshops, and group discussions to facilitate active learning. Participants will engage in scenario-based exercises that mirror real PMO situations, allowing them to apply theoretical concepts to practical challenges. For instance, they will work on developing a PMO charter, prioritising projects, and creating performance dashboards. Outputs will include PMO frameworks, project prioritisation matrices, and performance dashboards, providing tangible work products that can be utilised in their organisations. This hands-on approach ensures that participants not only learn the concepts but also gain the confidence to implement them effectively in their own PMOs, enhancing their professional capabilities.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse the role and structure of a PMO within an organisation, focusing on its strategic importance.
• Design a PMO framework tailored to specific organisational needs, including governance and reporting structures.
• Assess project portfolios to prioritise initiatives effectively based on strategic alignment and resource availability.
• Implement performance metrics to evaluate project success, ensuring alignment with organisational goals.
• Construct stakeholder engagement strategies for PMO buy-in, addressing potential resistance and fostering collaboration.
• Justify resource allocation decisions based on project value and risk, utilising quantitative and qualitative data.
• Diagnose common PMO challenges and propose actionable solutions to enhance project delivery and governance.
• Evaluate the overall impact of PMOs on project success and organisational performance, using real-world metrics.

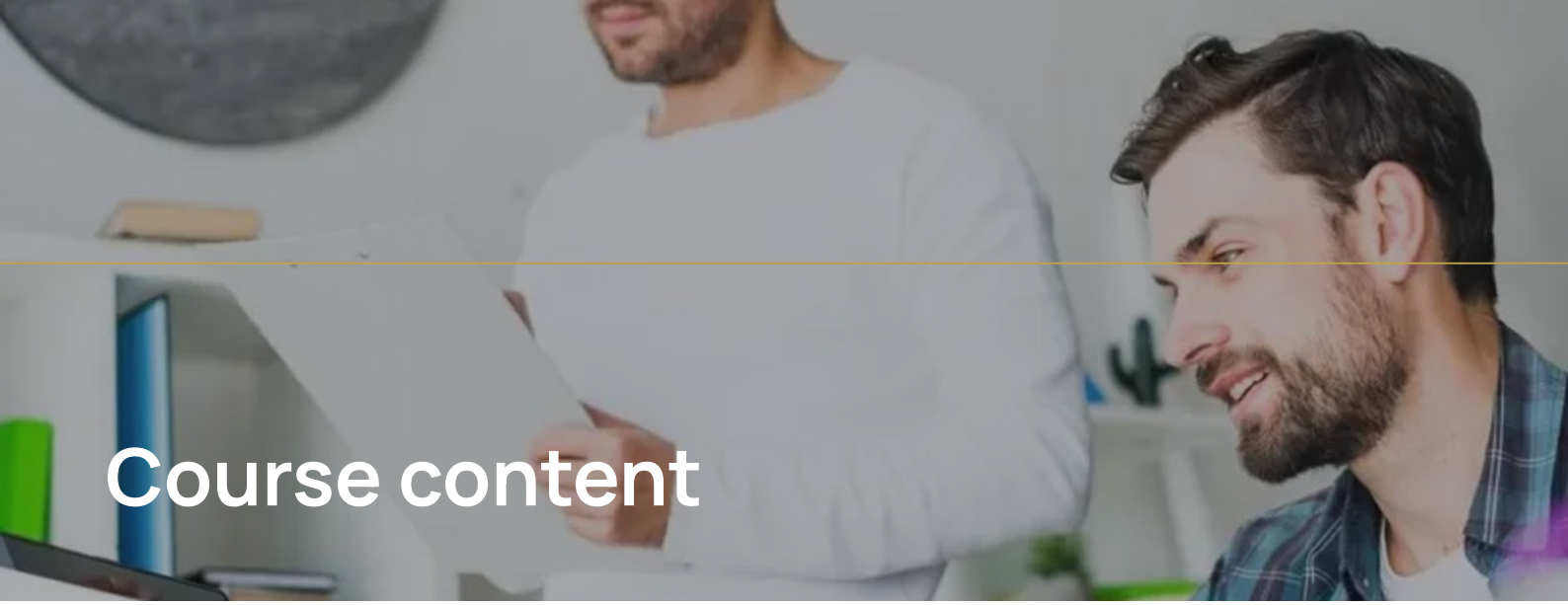
Target audience

This course is suitable for:
• Project Managers seeking to enhance their PMO skills and knowledge.
• PMO Directors aiming to optimise their PMO operations and effectiveness.
• Business Analysts involved in project governance and oversight.
• Senior Executives responsible for ensuring project alignment with strategic objectives.
• Change Managers focusing on improving project delivery and organisational change initiatives.

Target competencies

Participants will develop competencies in:
• Establishing a PMO governance structure that aligns with organisational strategy.
• Facilitating stakeholder communication and engagement to ensure project success.
• Utilising project management software tools effectively for reporting and tracking.
• Implementing performance measurement frameworks to assess project outcomes.
• Conducting project risk assessments and developing mitigation strategies.
• Developing strategic project prioritisation criteria based on organisational goals.

Course outline



Course content

Day 1: Understanding PMO Fundamentals

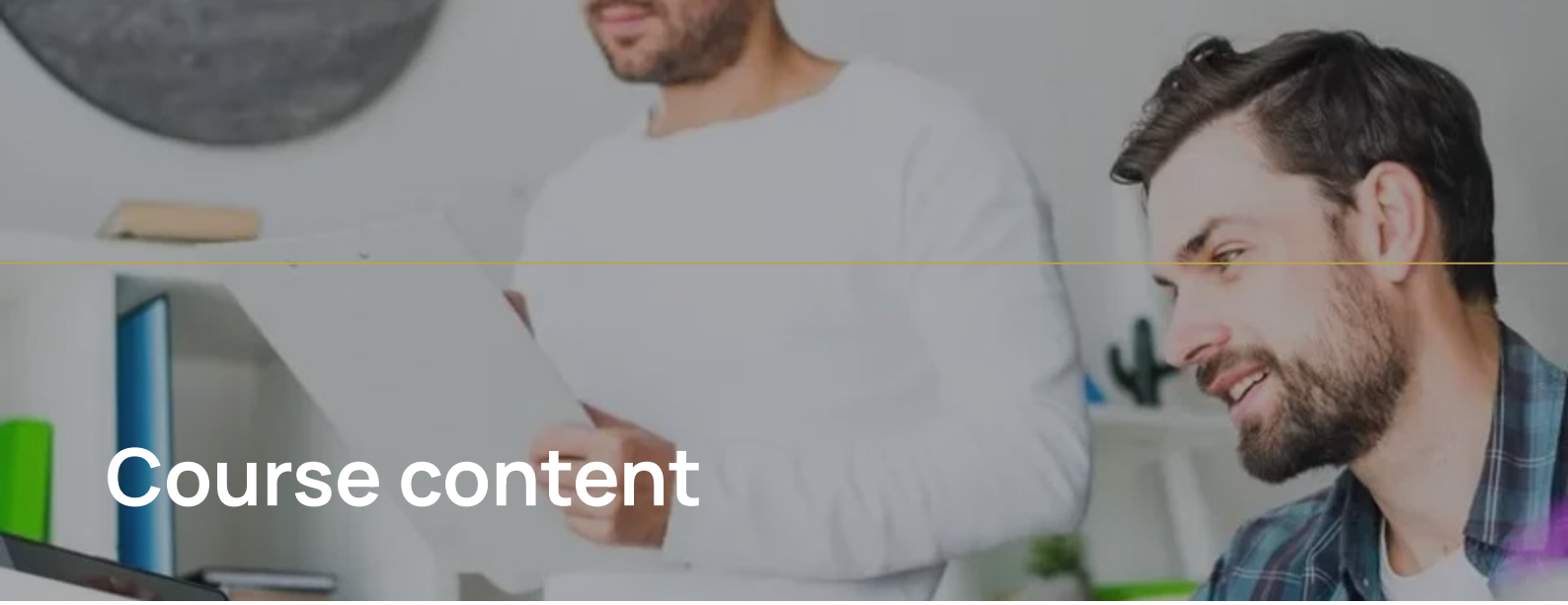
Applied activity: Participants will analyse a fictional organisation's project landscape to identify the need for a PMO. They will evaluate existing projects and propose a PMO structure that addresses identified gaps, considering stakeholder needs and organisational goals.
Output: A report outlining the proposed PMO structure, its functions, and alignment with organisational objectives.

09:00–09:54	Define the purpose and types of PMOs, including their strategic roles.
09:54–10:48	Explore the PMO's role in project governance and oversight.
10:48–11:00	Identify key PMO functions, responsibilities, and best practices.
11:00–11:30	**Coffee break**
11:30–12:12	Identify key PMO functions, responsibilities, and best practices. (continued)
12:12–13:06	Discuss the relationship between PMOs and project management methodologies, such as Agile and Waterfall.
13:06–14:00	Examine case studies of successful PMOs and their impact on project delivery.

Day 2: Designing a PMO Framework

Applied activity: Working in groups, participants will create a PMO charter for a fictional organisation, detailing its mission, objectives, governance structure, and key performance indicators. They will present their charters to the class for feedback and refinement.
Output: A comprehensive PMO charter document that outlines the PMO's purpose and strategic alignment.

09:00–09:54	Outline the steps to establish a PMO, from inception to implementation.
09:54–10:48	Develop a PMO charter and governance framework that defines roles and responsibilities.
10:48–11:00	Identify tools and methodologies for PMO implementation, including software solutions.
11:00–11:30	**Coffee break**
11:30–12:12	Identify tools and methodologies for PMO implementation, including software solutions. (continued)
12:12–13:06	Create a stakeholder engagement plan for PMO introduction, addressing communication strategies.
13:06–14:00	Discuss change management strategies for PMO adoption, focusing on overcoming resistance.



Course content

Day 3: Project Portfolio Management

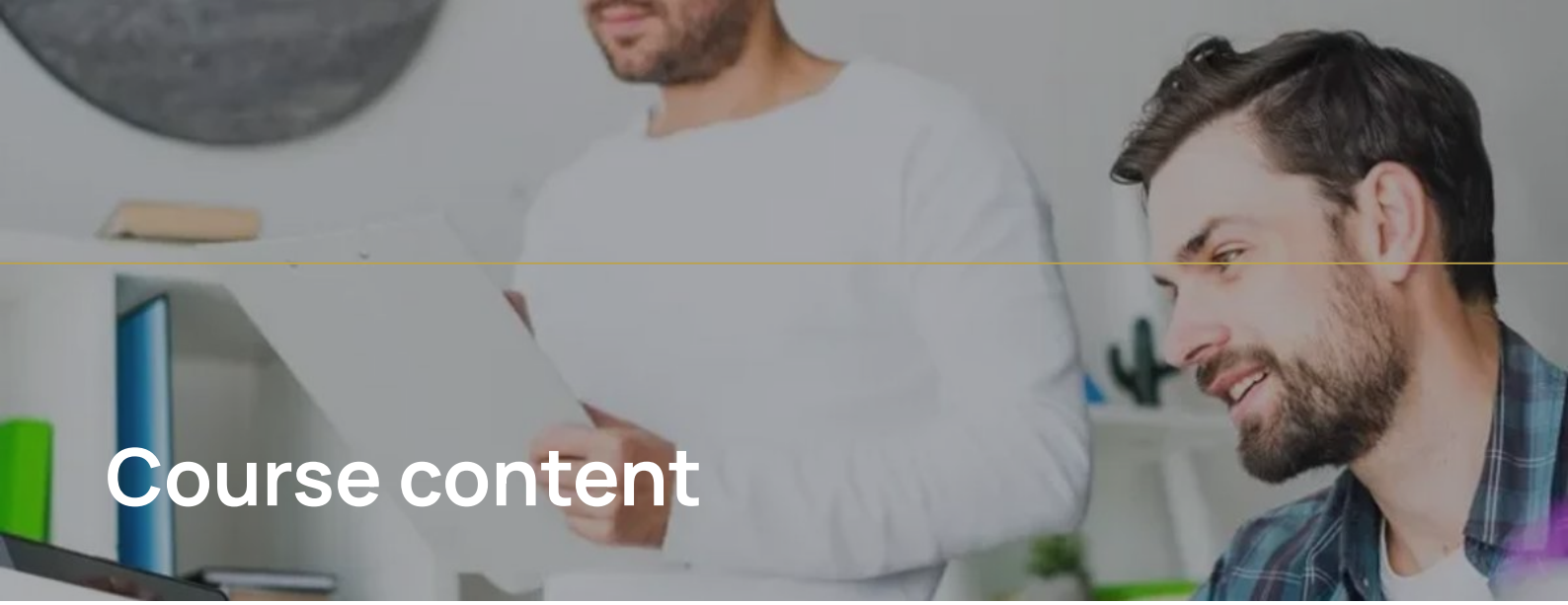
Applied activity: Participants will evaluate a set of fictional projects, applying prioritisation criteria to recommend which projects should be funded. They will justify their recommendations based on strategic alignment, potential ROI, and resource availability.
Output: A prioritisation matrix with detailed justifications for project selection.

09:00–09:54	Introduce project portfolio management concepts and their importance in PMOs.
09:54–10:48	Assess project value and alignment with strategic goals, using quantitative methods.
10:48–11:00	Develop criteria for project prioritisation, including risk assessment and resource allocation.
11:00–11:30	**Coffee break**
11:30–12:12	Develop criteria for project prioritisation, including risk assessment and resource allocation. (continued)
12:12–13:06	Utilise portfolio management tools and techniques to optimise project selection.
13:06–14:00	Evaluate the impact of project selection on organisational performance and resource utilisation.

Day 4: Performance Measurement and Reporting

Applied activity: Participants will create a performance dashboard for a fictional PMO, incorporating relevant KPIs and reporting formats. They will simulate a project status meeting using their dashboards to present project performance to stakeholders.
Output: A performance dashboard template with sample data and visualisations.

09:00–09:54	Identify key performance indicators (KPIs) for PMOs to measure success.
09:54–10:48	Develop performance measurement frameworks that align with organisational objectives.
10:48–11:00	Implement reporting mechanisms for project status and performance, ensuring transparency.
11:00–11:30	**Coffee break**
11:30–12:12	Implement reporting mechanisms for project status and performance, ensuring transparency. (continued)
12:12–13:06	Analyse project data to inform decision-making and improve project outcomes.
13:06–14:00	Discuss best practices for PMO reporting and stakeholder communication.



Course content

Day 5: Integrated PMO Practice

Applied activity: In teams, participants will develop a comprehensive PMO strategy for a fictional organisation, integrating all aspects learned throughout the course. They will present their strategy to a panel for evaluation, focusing on implementation and expected outcomes.
Output: A detailed PMO strategy document that outlines the approach, expected benefits, and implementation plan.

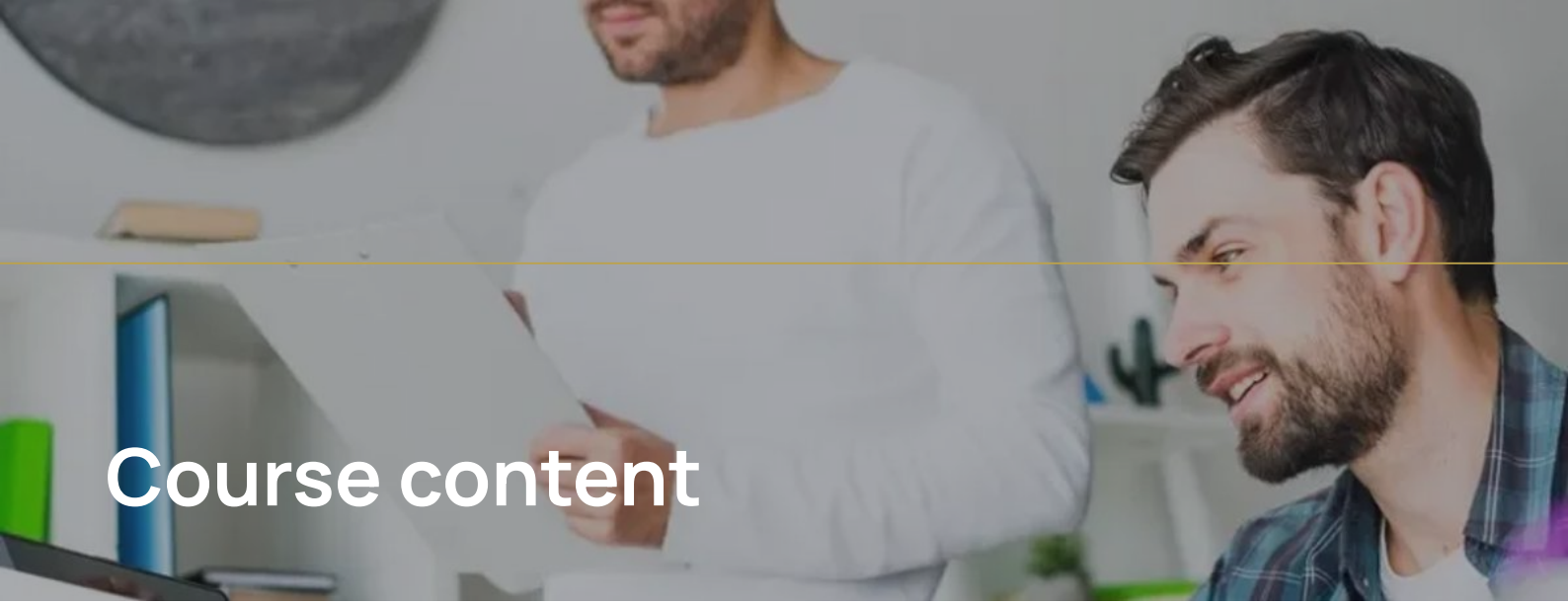
09:00–09:54	Integrate PMO functions with organisational strategy to enhance project alignment.
09:54–10:48	Address common PMO challenges and solutions, focusing on continuous improvement.
10:48–11:00	Facilitate effective communication across projects and teams to ensure collaboration.
11:00–11:30	**Coffee break**
11:30–12:12	Facilitate effective communication across projects and teams to ensure collaboration. (continued)
12:12–13:06	Implement continuous improvement processes in PMOs to enhance performance.
13:06–14:00	Evaluate the overall impact of PMOs on project success and organisational performance metrics.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

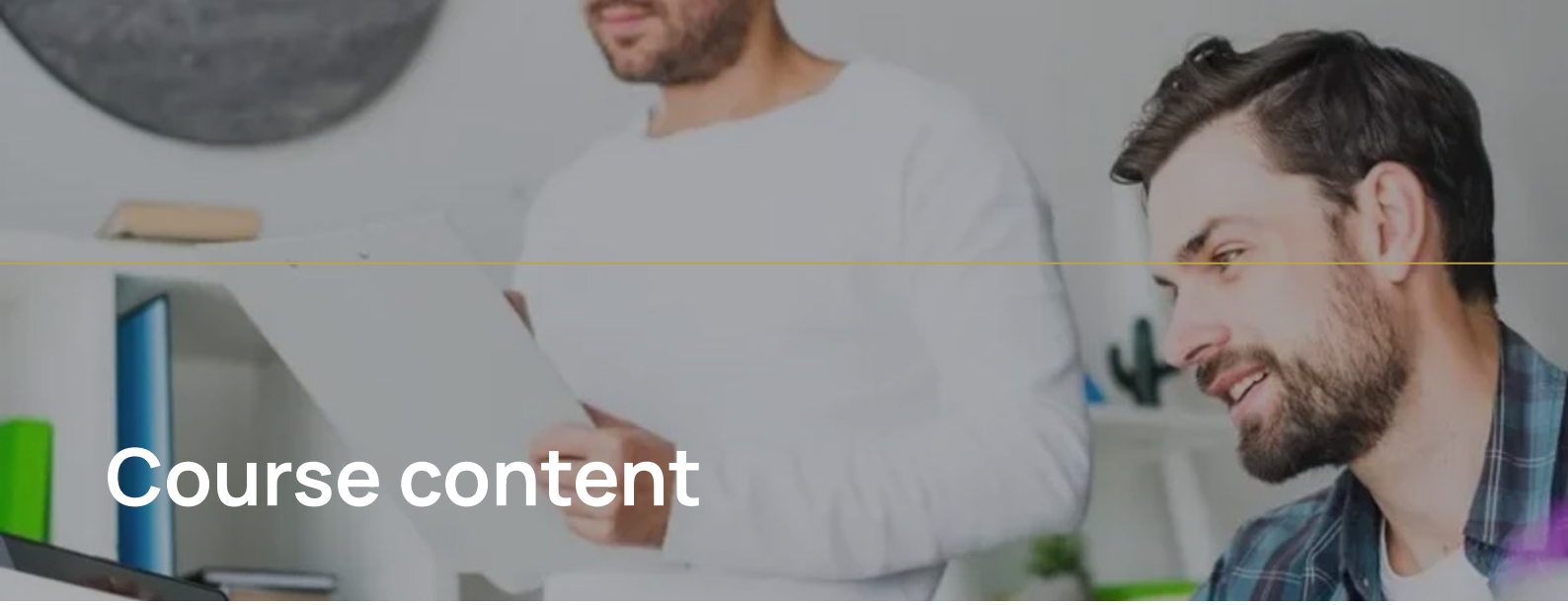
Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,650.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Amsterdam Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,540.-**



Course content

Dates, venues and fees (continued)

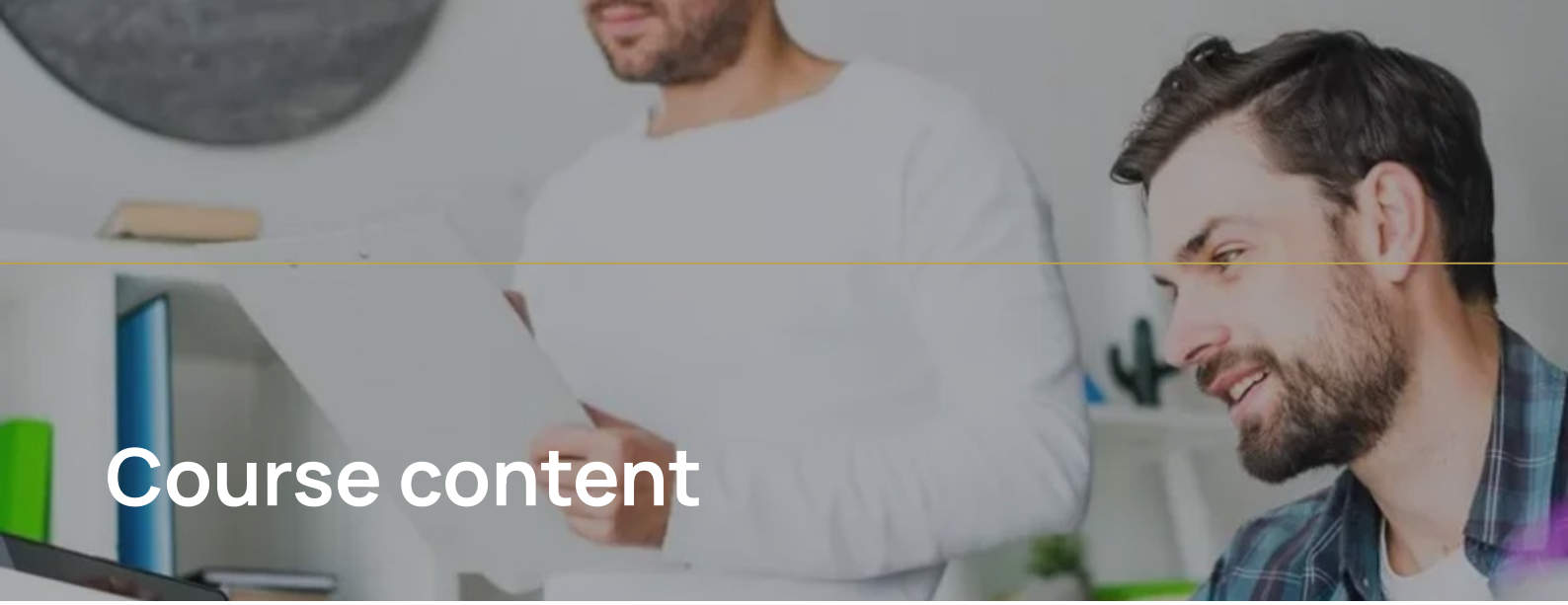
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Singapore Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,820.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
London Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**€3,150.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Rome Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,450.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

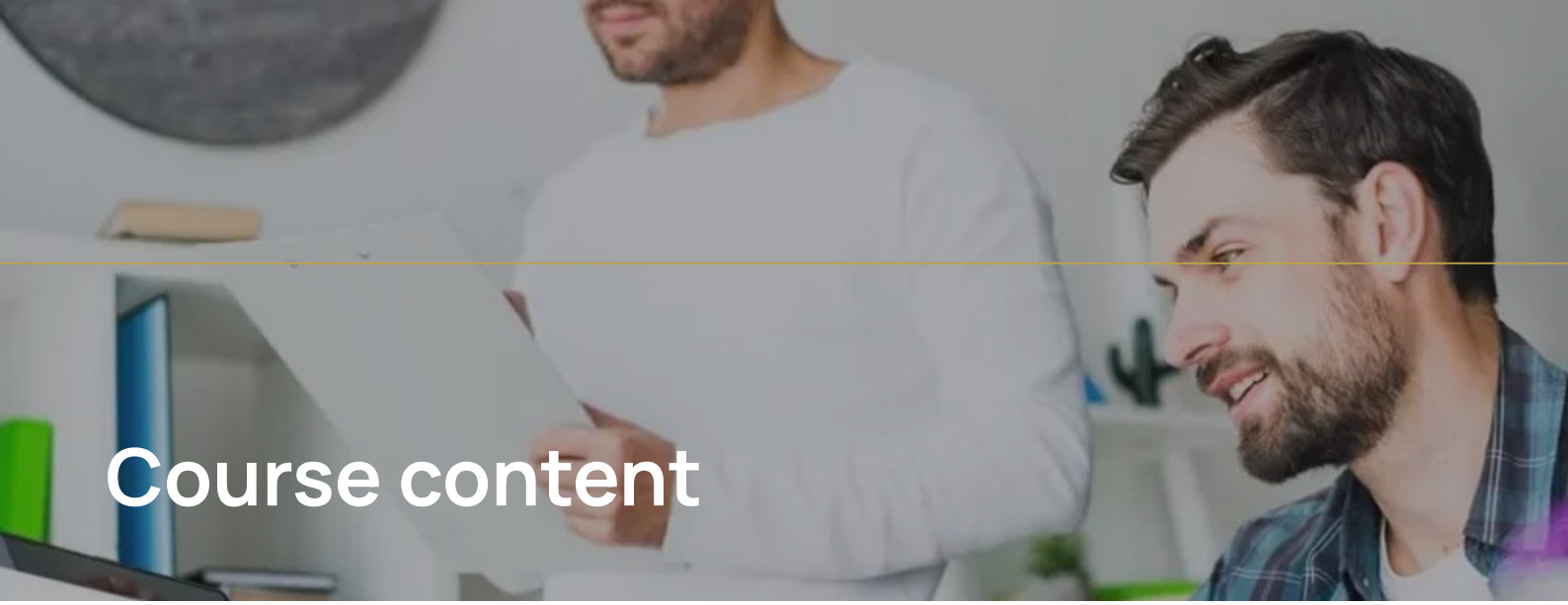
Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,650.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,450.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
Paris Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,860.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.-**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,650.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

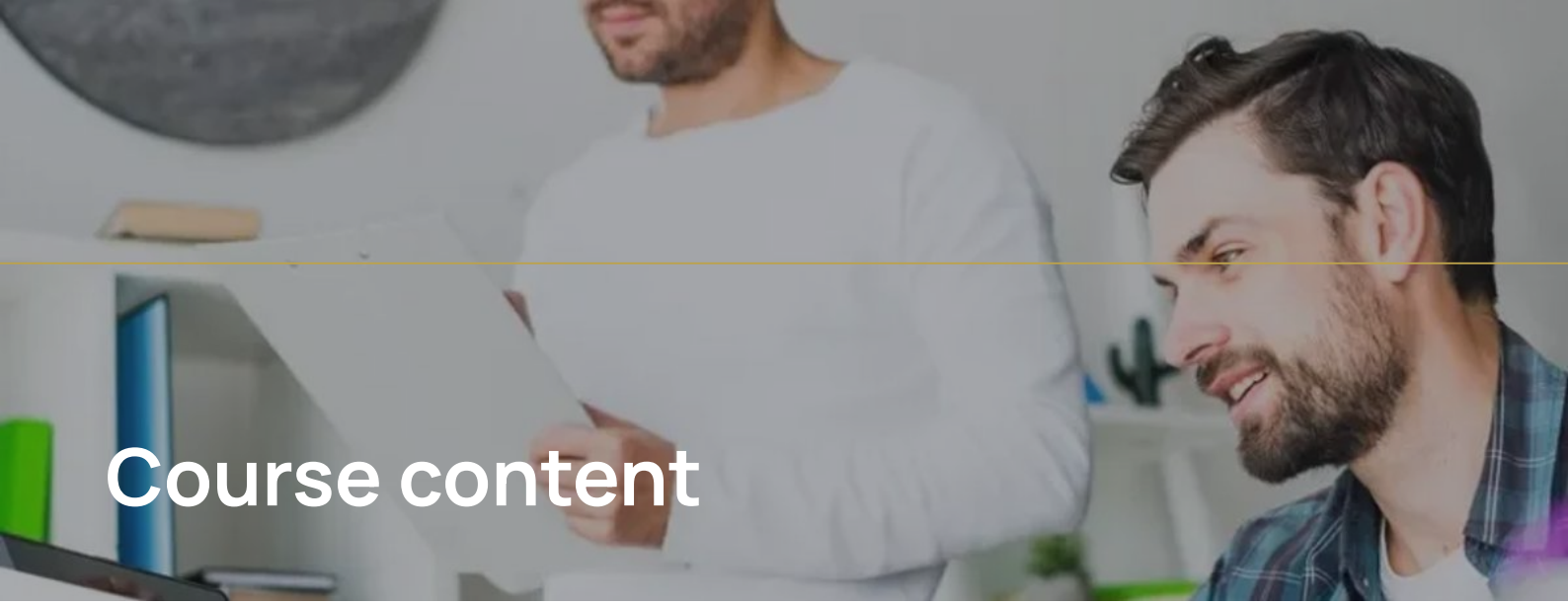
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.-**
Rome Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,450.-**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.-**
Singapore Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,820.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.-**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,450.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

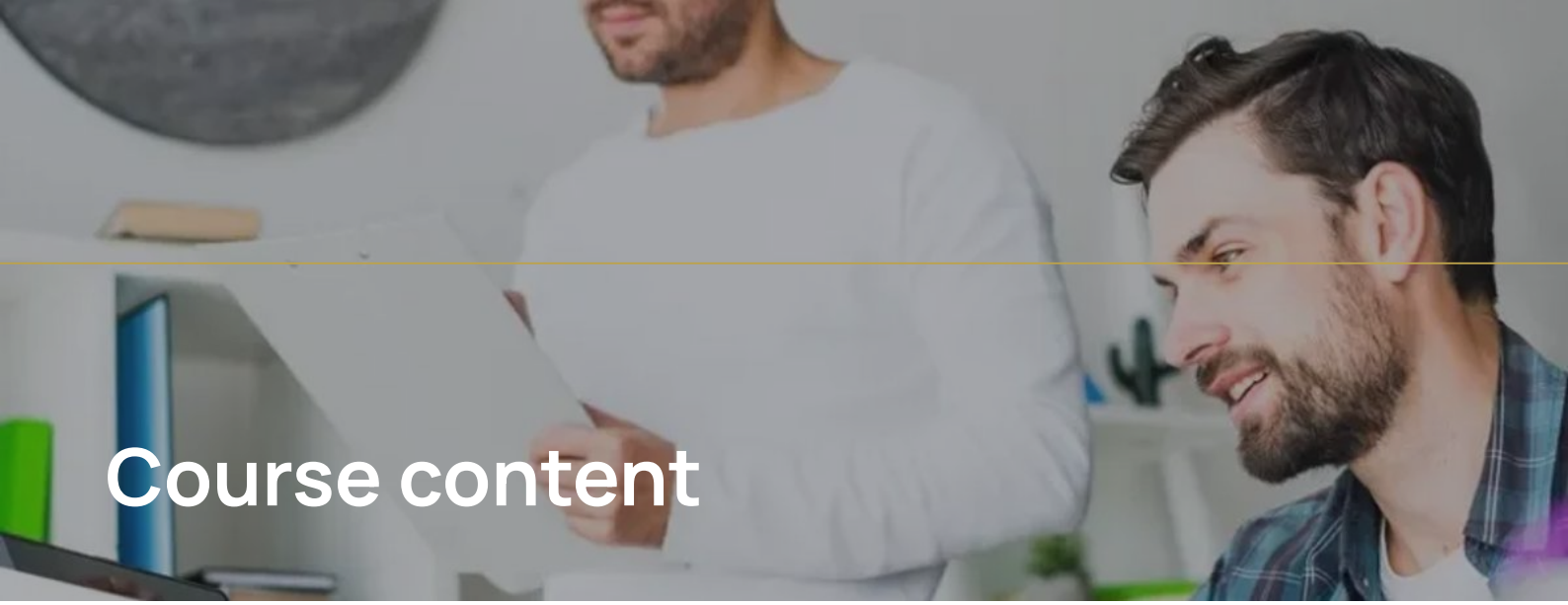
Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	17 May 2027	21 May 2027	**€2,840.–**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.–**
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**€2,650.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Paris Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,860.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Istanbul Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,650.–**



Course content

Dates, venues and fees (continued)

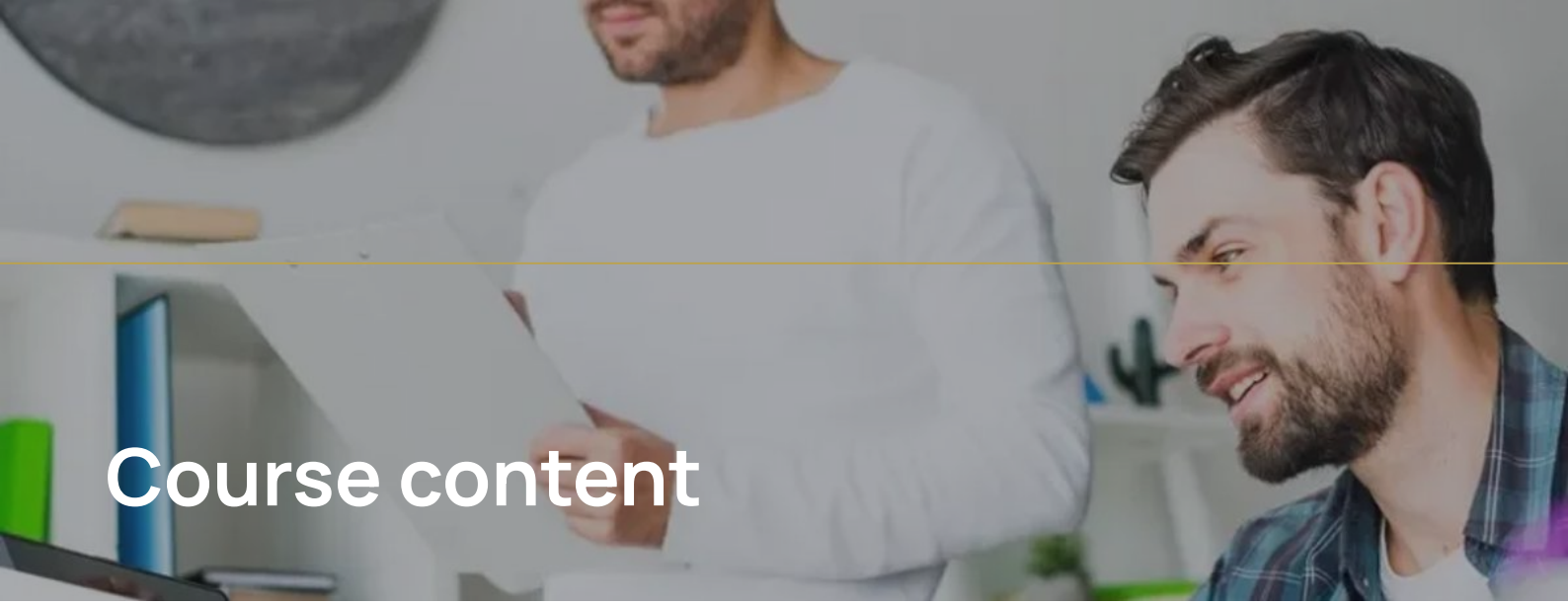
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Cape Town Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,890.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Amsterdam Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,540.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Singapore Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,820.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

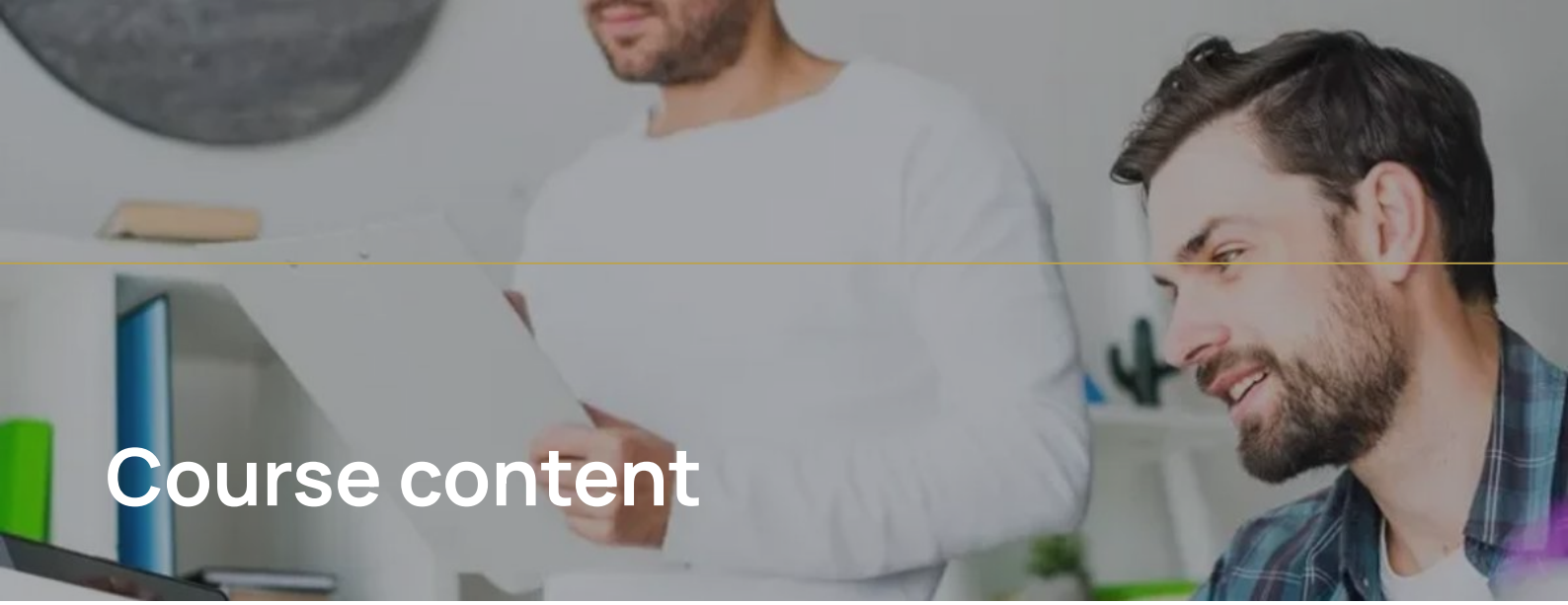
Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	13 Sept 2027	17 Sept 2027	**€3,150.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,890.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,860.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**
Istanbul Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,650.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Vienna Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,940.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,540.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Singapore Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,820.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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