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Course Name

Mastering the Project Management Office (PMO): From Establishment to Project KPIs and Dashboards

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Sector Name

Project & Contract Management

Document Type

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Mastering the Project Management Office (PMO): From Establishment to Project KPIs and Dashboards

Course Introduction

Organizations across all sectors are under increasing pressure to deliver projects faster, more efficiently, and with stronger strategic alignment. A well-structured Project Management Office (PMO) plays a critical role in standardizing project practices, strengthening governance, enhancing visibility, and ensuring that projects deliver measurable business value.

Recognizing the expanding strategic importance of PMOs, **BOOST** has designed the Mastering the Project Management Office (PMO): From Establishment to Project KPIs and Dashboards program to provide professionals with a comprehensive understanding of how to establish, manage, and continuously improve a PMO. This advanced-level course covers the full PMO lifecycle — from defining the PMO's mandate and governance structure to implementing standardized methodologies, performance measurement frameworks, and executive dashboards.

The course focuses on aligning the PMO with organizational strategy, improving portfolio oversight, and enabling informed decision-making through meaningful performance indicators and reporting systems. Participants will explore practical tools for designing PMO structures, standardizing project controls, and

demonstrating the value of project management through data-driven insights.

Through structured frameworks, real-world examples, and applied discussions, participants will gain the knowledge and confidence needed to build or enhance a PMO that drives project success and organizational performance.

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Target Audience

- ✓ PMO managers and PMO analysts
- ✓ Program and portfolio managers
- ✓ Senior project managers and project directors
- ✓ Strategy and performance management professionals
- ✓ Executives overseeing project portfolios
- ✓ Consultants supporting PMO setup or transformation
- ✓ Professionals preparing to establish or lead a PMO

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Learning Objectives

- ✓ Understand the purpose, functions, and different types of PMOs
- ✓ Design a PMO structure aligned with organizational strategy and maturity
- ✓ Establish PMO governance frameworks, policies, and operational processes
- ✓ Standardize project management methodologies, templates, and controls
- ✓ Implement portfolio oversight and project prioritization mechanisms
- ✓ Define and monitor project and PMO performance KPIs
- ✓ Develop effective reporting structures for project and portfolio visibility
- ✓ Design project dashboards that support executive decision-making
- ✓ Use performance data to drive continuous improvement and demonstrate PMO value

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Course Outline

✓ DAY 1

PMO Concepts, Roles, and Organizational Alignment

- ✓ Evolution and purpose of the PMO
- ✓ Types of PMOs: supportive, controlling, and directive
- ✓ Role of the PMO in strategy execution
- ✓ Aligning the PMO with organizational objectives
- ✓ Stakeholders of the PMO and their expectations
- ✓ Assessing organizational project management maturity

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Course Outline

✓ DAY 2

PMO Design, Structure, and Implementation Roadmap

- ✓ Defining the PMO mandate, scope, and services
- ✓ Designing PMO organizational structures and roles
- ✓ Developing a PMO implementation roadmap
- ✓ Change management considerations in PMO setup
- ✓ Resource planning and capability development
- ✓ Communicating PMO value to leadership and stakeholders

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Course Outline

✓ DAY 3

PMO Governance, Methodologies, and Project Control

- ✓ Establishing PMO governance frameworks and policies
- ✓ Standardizing project management methodologies
- ✓ Templates, tools, and documentation standards
- ✓ Stage gates, approvals, and project control mechanisms
- ✓ Risk, issue, and change management oversight
- ✓ Ensuring compliance and consistency across projects

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Course Outline

✓ DAY 4

Project Performance Measurement and PMO KPIs

- ✓ Defining project success criteria and performance indicators
- ✓ Schedule, cost, scope, quality, and benefits metrics
- ✓ Portfolio-level performance measurement
- ✓ Resource utilization and capacity metrics
- ✓ PMO performance KPIs and service effectiveness
- ✓ Using data to support portfolio decisions

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Course Outline

✓ DAY 5

Dashboards, Reporting Systems, and PMO Value Realization

- ✓ Designing executive project and portfolio dashboards
- ✓ Visualizing data for decision-making
- ✓ Reporting structures for different management levels
- ✓ Communicating insights rather than just data
- ✓ Demonstrating PMO value through performance results
- ✓ Continuous improvement of PMO services and processes

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 19, 2027	July 23, 2027	5 days	4250.00 $	UAE , Dubai

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