



Consulting and Training | Reach New Heights

Course Name

Project Management Office

Sector Name

Project & Contract Management

Document Type

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Project Management Office

Course Introduction

The Project Management Office (PMO) Training Course offered by **BOOST** is designed to equip professionals with the essential skills and knowledge to establish, manage, and lead a high-performing PMO within their organizations.

As businesses become more complex and projects play an increasingly vital role in achieving organizational success, adopting a structured approach to project management is critical. A well-functioning PMO not only streamlines project execution but also ensures alignment with the organization's strategic objectives. This training course is tailored to meet the needs of professionals involved in project management at various levels, including Project Managers, PMO Directors, Business Analysts, and Senior Executives.

Throughout the course, participants will explore the core functions and structures of a PMO, various project management methodologies, and how to align projects with broader business strategies. The program also covers key areas such as stakeholder management, governance, risk management, and the implementation of effective tools and techniques for PMO success.

The training includes interactive workshops and group discussions, ensuring a dynamic and engaging learning experience. These

sessions not only provide theoretical insights but also offer practical solutions to real-world PMO challenges.

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Target Audience

- ✓ Project Managers
- ✓ Program Managers
- ✓ Portfolio Managers
- ✓ PMO Directors/Heads
- ✓ Strategy Planners
- ✓ Business Analysts
- ✓ Change Managers
- ✓ Operations Managers
- ✓ Senior Executives (such as CIOs, COOs, VPs)
- ✓ IT Managers/Directors
- ✓ Quality Assurance Managers

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Learning Objectives

- ✓ **Gained a Comprehensive Understanding of PMO Functions and Structures**
- ✓ **Mastered PMO Setup and Strategic Alignment** – Learning how to establish a PMO and align it with organizational goals.
- ✓ **Enhanced Skills in PMO Governance and Methodologies** – Applying governance frameworks, project management methodologies, and best practices.
- ✓ **Strengthened Stakeholder Management and Communication Competencies** – Developing effective communication strategies and stakeholder engagement techniques.
- ✓ **Acquired Best Practices for PMO Operations and Continuous Improvement** – Implementing strategies for efficiency, sustainability, and long-term success.

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Course Outline

✓ Day 01

Foundations of PMO

Introduction to PMO

- ✓ Understanding the PMO: Definition, Importance, and Evolution
- ✓ Types and Functions of PMOs

The Role of PMO in Organizational Strategy

- ✓ Strategic Alignment as a Key Function of the PMO
- ✓ Aligning PMO Objectives with Organizational Goals

Governance and Frameworks in PMO

- ✓ Governance Structures for Effective Management
- ✓ Overview of PMO Frameworks (PMBOK, Agile, PRINCE2)

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Course Outline

✓ Day 02

Planning and Implementing a PMO

Designing a PMO

- ✓ Steps in Setting Up a PMO
- ✓ Tailoring the PMO to Organizational Needs

Tools and Techniques for PMO Success

- ✓ Essential PMO Tools and Software
- ✓ Techniques for Measuring PMO Performance

Stakeholder Engagement and Communication

- ✓ Identifying and Managing Key Stakeholders
- ✓ Effective Communication Strategies for PMO

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Course Outline

✓ Day 03

Emphasizing Strategic Alignment in Project Management

Integrating Strategic Alignment in PMO

- ✓ Role of Strategic Alignment in Project Selection and Prioritization
- ✓ Techniques for Ensuring Alignment with Organizational Strategy

Project Management Methodologies and Standards

- ✓ Detailed Comparison of Various Methodologies
- ✓ Adhering to International Standards and Best Practices

Adapting to Organizational Culture and Processes

- ✓ Ensuring PMO Processes Complement Organizational Culture
- ✓ Change Management for PMO Integration

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Course Outline

✓ Day 04

Operating and Sustaining the PMO

Running the Day-to-Day PMO

- ✓ Key Processes, Workflows, and Resource Management
- ✓ Managing and Reporting on Project Performance

Risk Management and Quality Assurance

- ✓ Identifying and Mitigating Risks in Projects
- ✓ Implementing Quality Control Measures in PMO Operations

Metrics and KPIs for PMO Success

- ✓ Developing Effective KPIs and Metrics
- ✓ Techniques for Monitoring and Reporting PMO Performance

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Course Outline

✓ Day 05

Advanced Topics and Close

Exploring Advanced PMO Concepts

- ✓ The Agile PMO and Digital Transformation
- ✓ Future Trends and Innovations in PMO

Growth and Maturity of the PMO

- ✓ Understanding and Achieving PMO Maturity
- ✓ Continuous Improvement in the PMO

Course Summary and Close

- ✓ Recap of Key Concepts and Learning Points
- ✓ Action Plans Discussion

Project Management Office

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 24, 2026	Aug. 28, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
June 29, 2026	July 3, 2026	5 days	4250.00 \$	UAE , Dubai

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