

PMO

Project Management Office



in time. in quality. in budget.

We optimize your projects!

Michael Müller
Sales Manager
michael.mueller@orquidea.de
Telefon: +49 6151 6292224

orquidea IT Services GmbH
Orangerieallee 7
64285 Darmstadt

© orquidea IT Services GmbH



Better results through a Project Management Office

Your customers expect the best products and services. However, it is a constant challenge to achieve the best results in a global competitive environment.

Let us show you the significant savings potential which you can gain by investing into a Project Management Office while implementing new corporate strategies.

A Project Management Office becomes paramount as a strategic leverage. It enables your company to become more efficient hence it is the key to deliver measurable results.

Orquidea IT Services GmbH has set itself the goal of leading companies to success. We are your partner in setting up your Project Management Office.

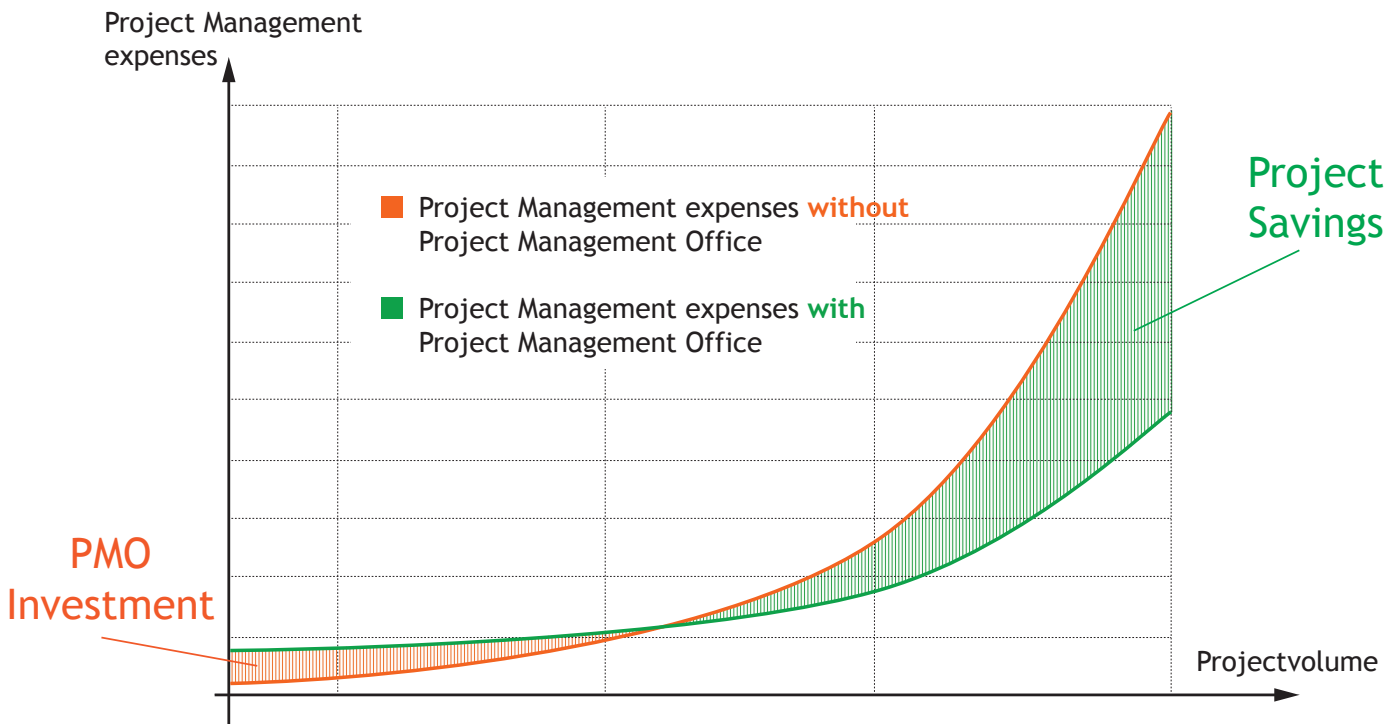
Let us start the journey and together we will successfully realise your projects.

Daniel Herrgott



CEO

How does Project Management Office create added value for your company?



- Optimise the productivity and efficiency of your projects
- Reduce the cost of your projects
- Focus on your important business objectives
- Meet your budget goals
- Increase the success rate of your projects
- Enhance both the internal and external communication skills of your project teams
- Better customer satisfaction
- Build a knowledge database of project management skills
- Enable knowledge transfer
- Streamline processes and parameters to make your projects more comparable
- Optimise and balance workload in your team to prevent overwork and sick leaves

Project success with Project Management Office



Every interesting change in a company is set in motion through projects and programs. Once these new interesting changes are becoming an integral part of the corporate culture, you will achieve a better performance while having developed competitive advantages.

The Project Management Office is the key to successfully accomplish your projects. We will be your partner on this journey and share our know-how and skills.

- A Project Management Office strengthens your project teams instead of limiting it.
- A Project Management Office supports and optimises processes through a better collaboration in the team.
- A Project Management Office facilitates to achieve your customers' goals without risking your own profit.
- Implement a Project Management Office to start a project and it will enable you to reach your goals by controlling time management and monitoring quality and budgets.
- Our Project Management Office methods will foster competitive advantages.

7 Reasons for a Project Management Office (PMO)

It is a proven fact that companies with a Project Management Office are far more successful in managing projects. There are 7 reasons why a PMO is the key to success:

Increase efficiency

The versatility offered through a Project Management Office ensures a successful execution of your projects.

Expect at least to double the efficiency of your project teams while having lower costs, higher quality and a faster implementation of projects.

Secure transfer of knowledge

One of the core tasks of a PMO is to collect, structure, analyse and distribute knowledge garnered in a project. The Project Management Office is the central database and library of project management know-how and enables employees to easily access it.

The PMO is responsible for keeping track of resources and share these information with the respective project managers.

Balance workloads

Over the course of a project you will be faced with a variety of administrative tasks such as compiling and reporting of results, managing sub-projects or supervise milestones.

The PMO will streamline and standardise such workflows hence creating space for the team to focus on other goals. Therefore you can see an increased productivity and efficiency.

**Optimise
communication**

A good communication is paramount and a key to manage projects efficiently.

Your team will appreciate the ability to professionally coordinate tasks and exchange information, whether internally or externally, thus making them more loyal and committed.

The PMO therefore serves as an ideal platform to facilitate these workflows and it simplifies networking.

**Create
support**

A lot of senior project managers divert their precious time by managing administrative or HR tasks or manually controlling information.

A PMO will provide valuable support and accelerate decision-making. Your team will not get lost in endless frustrating micro-management tasks hence being much more motivated.

**Streamline
workflows**

The more important the project business becomes, the greater the need to streamline workflows.

The Project Management Office develops a uniform approach for all projects of a company. Once processes are streamlined you can compare them therefore identifying and eliminating weaknesses.

**Achieve
competence**

A constant growth of a company will lead to a much more diversified universe of projects and naturally create new and more complex challenges.

The Project Management Office creates a streamlined project and portfolio management and offers all the tools to always be in control and easily manage workflows, tasks, human resources thus ensuring customer satisfaction.

The staff and your tasks in a Project Management Office

Project Officer (PO)

1. Project assistance

- Distribution of office tools/ materials
- Procurement
- Catering
- Event management
- Compile meeting protocols
- Manage general office tasks
- Prepare and organize project meetings
- Travel management
- Project interface

2. Status

- Project-related tasks
 - Request status reports
 - Check status reports for accuracy
- Project reporting

3. Costs

- Cost calculation
 - Food & Beverage
 - Receipts of F&B expenses
 - Office equipment
 - Travel expenses
- General expenses

4. Resources

- Prepare procurement procedures
- Onboarding
- Offboarding
- Check time logs
- Central interface for project requests/ tasks/ issues

5. Pipeline

- Task management
 - Creation of task lists
 - Maintenance of task lists
- Follow-up

Project Management Officer (PMO)

1. Project assistance

- Meeting protocols
- Organisation
- Prepare project meetings
- Central interface for project requests/ tasks/ issues
- Procurement

2. Status

- Definition of KPIs
- Monitoring
 - Costs
 - Time
 - Quality
 - Scope
 - Project progress
 - Risks
- Manage project status meetings
- Request status reports
- Check status reports for accuracy
- Create Project Reports for Steering Committee
- Present project reports before steering committee
- Project-related control responsibilities

3. Costs

- Accounting of total costs
- Budget monitoring
- Budget management / planning
- Burn rate

4. Resources

- Check time logs
- Onboarding
- Offboarding
- Procurement
- Management of HR resources
- Central interface for HR resources
- Manage assessment procedures
- Internal communication
- HR responsibility

5. Pipeline

- Task management
 - Create task lists
 - Maintain task lists
- Management of external dependencies
- Distribute tasks
- Active control and distribution of tasks
- Process management
- Follow-up

6. Risk

- Risk management
- Definition of risk assessment
- Identify and gather risks
- Risk assessment
- Risk handling
- Risk observation
- Risk reporting
- Follow-up

7. Strategy

- Control and compliance with project goals and objectives
- Control and compliance with the project contract
- Control and compliance with project milestones
- Control and compliance with the business case
- Control and compliance with policies and strategies
- Control of project processes

Senior Enterprise Project Management Officer (SEPMO)

1. Portfolio management

- Evaluation of existing and planned projects
- Availability of resources
- Compliance with customer requirements
- Correspondence with strategic planning
- Decision-making / Recommendation to management for selection of projects
- Creation and management of project portfolio
- Project control
 - Monetary monitoring
 - Strategic monitoring
 - Cost / benefit monitoring
- Definition of KPIs

2. Status

- Compliance check of KPIs
- Create and present portfolio reports for management
 - Costs
 - Quality
 - Scope
 - Project progress
 - Risks
- Decisions
- Compliance of Strategy
- Portfolio control tasks
- Request status reports
- Check status reports for accuracy

3. Strategy

- For all projects in the portfolio
- Control and compliance with project goals and objectives
- Control and compliance with project contract
- Control and compliance with business case
- Control and compliance with strategies

4. Costs

- For all projects in the portfolio
- Accounting of total costs
- Budget management / planning
- Budget monitoring
- Burn rate

5. Resources

- Monitoring resource situation and resource pools
- Management of resource assignments
- Create decision-making templates for shifting/ re-assignment of resources

6. Risk

- Risk management
- Definition of risk assessment
- Identify and gather risks
- Risk assessment
- Risk handling
- Risk observation
- Risk reporting
- Follow-up

Conclusion

During the implementation of the PMO we specifically focus on identifying the formal and informal hierarchies, persons of influence, lobby groups and general areas of potential conflicts to avoid future issues and challenges.

We aim at uniting all employees in their efforts to successfully implement the PMO.

Stillness is easy to maintain. What has not yet emerged is easy to prevent. The brittle is easy to shatter. The small is easy to scatter. Solve it before it happens. Order it before chaos emerges.

Lao-Tse

The PMO offers a variety of advantages for a professional project management in areas such as administrative and operational management. Workflow processes are streamlined and improved thus creating more space for your team to work on the actual project.

You will recognise the benefits of a more efficient communication immediately and once a PMO is implemented all your projects will be much smoother executed through a harmonised strategy.

The PMO will create a sustainable project culture and foster the preservation and exchange of internal know-how.

Our promise:

By introducing a Project Management Office, your project work will improve, become more professional and a failure of projects is a thing of the past.

Together we can and will achieve your goals!



Why do you need a Project Management Office (PMO) now?

An increasing number of companies and large corporations have identified the need for a professional Project Management Office to successfully implement their projects.

They realised, it's not just about assigning some people to do a project, it is about the unity of an excellent team, optimised workflows and supporting technologies. Another positive effect is of course an improved cost-benefit ratio.

Orquidea IT Services GmbH would like to be your partner to establish a Project Management Office in your company to achieve all your aspirations!

Please do not hesitate to contact us! We will be glad to be of assistance and will happily advise you how to proceed!

I am looking forward to meeting you personally,
sincerely,

Michael Müller



Sales Manager

Your contact person:

Michael Müller
Sales Manager
michael.mueller@orquidea.de
Telefon: +49 6151 6292224

orquidea IT-Services GmbH
Orangerieallee 7
64285 Darmstadt

© orquidea IT Services GmbH