# PROJECT MANAGEMENT OFFICE (PMO) FRAMEWORK | High-Level Example

**catalyft** — Business Improvement & Advisory Services

## 1 DEVELOP

- Business Strategy
- Existing Projects
- Backlog Projects
- Planned New Projects

-Business Requirements
-Project Goals,
-Costs

**Project Screening Criteria** (Return on Investment, Internal Rate of Return, Working Capital, etc.)

Project Need and Feasibility Screening Board

Resource Forecast (All Projects)

**Weekly-To-Monthly Performance Report and Pipeline (All Projects)**

## 2 PLAN

**Project Plan -Business Requirements Review**
-Project Budget
-Key Events Schedule
- Work Breakdown Structure and Estimates

-Milestones Approved
-Critical Path Established
-Resource Plan (Staff, IT, Contracts, Materials, etc.)

**Project Charter**

-Validated Project Goals
-Updated Requirements

-Validated Scope
-Key Stakeholders Status Reporting Plan
-Project Sponsors

**Project Structure Review**

-Validated Baseline Established
-Approved Quantified Definition of Project Success
-Risk Log
-Procurement Needs

-Change Management Plan
-Risk Mitigation Plan
-Off-Schedule Mitigation Plan
-Escalation Plan

**APPROVED PROJECT PLAN**

Approved? — Y / N

**REJECTED PROJECT PLAN**

-Change Management Plan
-Risk Mitigation Plan
-Off-Schedule Mitigation Plan
-Escalation Plan

-Project Governance
-Communication Plan
-Quality Assurance

## 3 IMPLEMENT

**Project Initiation**

**Change Request Review**

**Sign-Off Authorization**

Daily /Weekly Huddle and Monthly Meeting

Weekly To Do List (Plan and Status)

Communications to Project Team and Organization-At-Large

**Updates**
-Budget Management
-Key Events Schedule
- Work Breakdown Structure and Estimates

-Milestones Adjusted
-Critical Path Adjusted
-Resource Plan (Staff, IT, Contracts, Materials, etc.)

**Variance Management**
-Corrective Action Plans
-Staff and Resources

### EXPECTED OUTCOMES
- **Meet** business objectives
- **Develop** new products & services
- **Manage** triple constraints (time, cost, and scope)
- **Standardize** project review processes and systems
- **Reduce** project cycle time
- **Control** spending
- **Increase** productivity and predictability
- **Foster** user acceptance
- **Improve** return on capital employed (ROCE)
- **Galvanize** team collaboration and engagement

## 4 EVALUATE

Project 1 | Project 2 | Project 3

Weekly-To-Monthly Project Dashboard Agreement

Review and Problem Escalation Agreement

Weekly To-Do List Assignment and Delegation Agreement

**Project Implementations**

Sign-Off by Project Sponsors

Project Key Event Schedules

Training and Reskilling Workshops

Technology Applications

Communication Channels

Risk Mitigation and Escalation Process

**Iterative Project Management Updates**
-Project Budget
-Key Events Schedule
-Risk Mitigation
-Performance Metrics
-Shared Successes

-Milestones Updated
-Critical Path

**Key Event Variance Management**
-Corrective Actions
-Risk Mitigation
-Staff and Resources Adjustments

## 5 COMPLETE

**Leadership Updates**

Weekly-To-Monthly Dashboards

-Budget
-Key Events Schedule
- Risk Mitigation
-Shared Successes

-Milestones Updated
-Critical Path

Project Alignment To Organization's Strategy, Values, and Performance Goals

**Assessment of Project's Business Contribution**

Meeting Expectations? — Y / N

**COMPLETE PROJECT**

**STOP PROJECT**

-Sign-Off / Approval of Project Benefits to the Organization
-Project Sunset Review

-Transition to Functional Business Groups
-Continuous Improvement and Maintenance Plan
-Project Completion Report
-New Knowledge, Templates, Tools, and Procedures Transferred

**Share Results with Organization**

**Lessons Learned Review Session**

**Assimilate Project Artifacts in Organization's Learning Academy / Knowledge Management Function**

**Incorporate Project-Generated Improvements into Business Structure** (New Capabilities, Products & Services, Processes, Tools, and Technologies)

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