Portfolio and programme management (PMO)

Potential areas for PMO services

Enterprise IT implementation	Enterprise IT transition	IT vendor transition	IT initiatives rollout	CIO office assistance	IT upgrades/ refresh

Programme Management Office (PMO)

1. Set up	2. Run In and operationalise		3. Handover
1 Setup PMO	**2 Programme planning and scheduling**	**3 Programme monitoring, reporting and controls**	**4 PMO handover**
• Develop Programme charter • Develop governance structure, terms of reference and RACI • Define programme standards, monitoring measures, templates and tools	• Develop integrated master plan and scheduling • Plan resource, scope, issue, risk, mitigation plan, timeline • Define project management structure • Determine resource requirements • Identify key stakeholders and their roles and responsibilities	• Project monitoring and reporting - Plan and manage resource, scope, issue, risk, mitigation/ action plan, timeline. • Issue and risk management - Define, manage, monitor and track issues and risks • Scope management - Define, implement, manage and track change requests • Time management - Track and monitor individual plans and manage interdependencies across workstreams, integrate, track and monitor all work plans into a consolidated programme plan • Manage overall programme in terms of reporting, planning, tracking and implementation, by working closely with the appointed solution vendors. • Track and monitor project milestone and critical path	• Conduct handover and knowledge transfer • Share insights, lessons learned, and good practices to be considered moving forward to undertake future next sprints