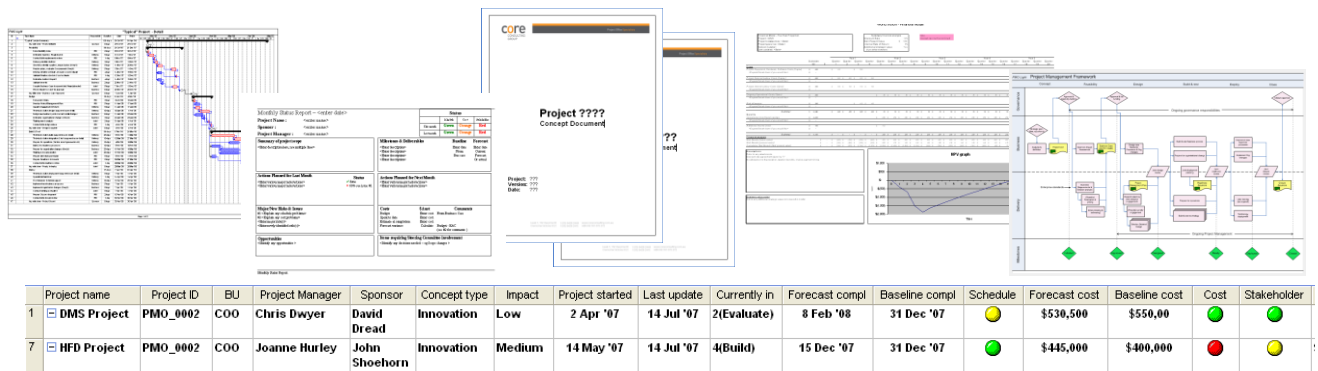


Designed to get the PMO running in 1 week

PMO Light – an “off the shelf” PMO implementation toolkit

PMO light is an “off the shelf” Project Management framework for client environments which lack standards or controls for Project Management. It combines the benefits of:

- Cost effective, proven approach leveraging off the Microsoft Office suite
- Integrated governance process
- Standard gateway reporting for all projects
- Basic templates to set minimum standards for planning, business case and lessons learned
- A simple and effective portfolio reporting tool
- A deployment approach focusing on change management
- Consistent with best practice (PMBOK, PRINCE2, Gateway Review)



PMO Light comes packaged in its raw form on a USB stick which forms the basis for client customisation and deployment. As part of the lump sum offering we include consulting to gather customisation requirements, actual customisation and two 2hr training sessions, one aimed at senior management and one at Project Managers. Customisations will be limited to branding, terminology and minor changes. PMO Light would then be ideally deployed via the client's intranet.

PMO Light comprises the following deliverables:

- An integrated Methodology diagram focusing on gateways, deliverables and reporting milestones
- Deliverable templates including Excel based Project brief (with inbuilt risk assessment), Light and heavy Business Case document incl simple Excel Financial model, Readiness document, Project closure document
- Project Manager toolkit including Project Management Plan template, simple Monthly Status report template, Excel based controls (Issues, Risk, Changes, RACI, Stakeholder Comms etc), MS Project template file (set up with innovations, enhanced view based reports, health check filters plus sample WBS/Tasks/Milestones aligned to methodology), Excel based Cost Model
- Powerpoint briefing pack and Deployment guide document focusing on change management aspects of implementing the PMO
- PMO toolkit including PMO Charter template, Portfolio reporting tool (requiring MS Project or Excel), detailed “how to” guides

The cost of PMO Light is inclusive of customisation and training as outlined above. This gives the client an unlimited but not transferable licence to use the copyrighted material. Phone our office for more information or to discuss your needs.