



Establishing a Project Management Office

In a fast paced corporate environment, new projects are constantly being undertaken and companies strive for ways to reduce costs, improve processes, and enhance productivity across them. At times, managing these projects is a difficult endeavor for which the risk of failure is often too high.

One of the most appropriate methodologies to ensure the governance of projects across all levels is to establish a Project Management Office (PMO) in line with management standards and best practices.

An effective PMO will then provide the companies with an infrastructure, resources, processes, and tools necessary for effective project management by leveraging standards, allocating resources, and establishing communication channels.

Keeping this important factor in mind, **Interdisciplinary Research Centre in Biomedical Materials (IRCBM) at COMSATS Institute of Information Technology, Lahore** is hosting a 1 (one) day Introductory session on Project Management Office Establishment.

Benefits of PMO:

1. Standardized project management methodology across the organization
2. Effective reporting on project progress
3. Effective project management with available resources
4. A central repository for project management
5. A central project coordination unit for the stakeholders

What you will learn during the Training?

1. Understand various project organization structures.
2. Understand the functions of the PMO.
3. Understand various roles and responsibilities within the PMO.
4. Awareness of processes necessary for PMO.
5. Awareness of tools and techniques for smooth functioning of the project management methodology.
6. Learn how to create an environment in which a PMO will work effectively?
7. Learn how to establish a PMO.

Who should attend?

1. Project managers, program managers, senior managers
2. Individuals who need to gain understanding of the PMO
3. Individuals responsible for the establishing the PMO

Pre-requisite:

1. Practical experience of working in the projects or managing the projects
2. Basic understanding of Project Management Methodology

Duration:

1 day (9:30 a.m to 5:00 p.m)

Date & Venue:

24th May, 2010

IRCBM

COMSATS Institute of Information Technology, Defence Road, Off Raiwind Road, Lahore.

**Please confirm your registration by 20th May, 2010*

Participation Fee:

Pak Rs: 6,000/ participant

** Group discount is also available.*

About the Trainer:

Mr. Falik Sher is working as CTO at Technology Software Associates (Pvt) Ltd, a local software development, consulting, and training company in Lahore. He is a certified PMP with hands-on experience of managing local and international projects in Pakistan, Australia, Singapore, and Mauritius. He has been working in the corporate sector for the last 20 years. He is an active member of Lahore PMI chapter and provides training to professionals on PMI methodology.

This introductory session is being organized and hosted by the Interdisciplinary Research Centre in Biomedical Materials at COMSATS Institute of Information Technology (CIIT), Lahore. CIIT is a renowned public sector degree awarding institute ranked 5th in country by the HEC for its research activities. For further details please contact Mr. Muhammad Usman on 03224430203 or usman@ciitlahore.edu.pk