

ESSENTIALS FOR PMO ADMINISTRATORS™

 **HOUSE OF PMO™**
HOME TO PMO PROFESSIONALS



Kick start your career as a PMO Administrator

Learn the core principles of Project Management and how to use these within the context of a Project Management Office (PMO).

In a world where businesses are expected to be adaptable, projects are key, resulting in the exponential growth of the project management profession and increased demand for PMO support roles. In this three day course, you will learn the fundamental knowledge and competences needed to excel in these in demand support roles.

Essentials for PMO Administrators Training and Certification is designed for beginners, to provide an introduction to Project, Programme and Portfolio Management (P3M), within the context of a Project Management Office. This course delves in the four key roles within a PMO and reveals what it takes to be successful in a support role.

Essentials for PMO Administrators

- ▶ **Learn** essential Project, Programme and Portfolio Management principles and terminology
- ▶ **Discover** the four key roles in a Project Management Office; Administrator, Analyst, Manager and Director
- ▶ **Explore** the responsibilities, knowledge, skills and behavior needed to be a successful PMO Administrator. Including understanding the core and essential delivery support requirements in change control; financial management, information management, issue management, reporting (insights analysis) and risk management.

Who Is It For?

Essentials for PMO Administrators is suitable for complete beginners and those currently in support roles within a PMO (for example Project Administrators, Project Co-ordinator and Project Support Officers). It is also suitable for aspiring Project Managers with minimal project management knowledge.

Qualifications Available

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| ▶ Essentials for PMO Administrators | ▶ Essentials for PMO Analysts |
| ▶ Essentials for PMO Managers | ▶ Essentials for PMO Directors |

You may also be interested in:

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| ▶ Praxis Framework | ▶ Change Management |
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Find out more online at: apmg-international.com/product/house-pmo-essentials

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