

Establishing and Managing a Project Office

Duration

2 days

Instructor

Coral Trisko

Class Limit

20 students

Prerequisite

None

Price

On-site:

Please contact SPC for pricing (contact information on page 2)

Public Training:

\$995 (2 days)

*Discount available for early registration

Materials Provided

- Student manual containing the course slides
- Student handouts with class exercises and class studies

Learn the essentials of project office design, development and implementation from an experienced professional. This course provides the fundamental information required to identify and quantify the need for a project office. Participants will be provided with the tools, techniques and processes to successfully to setup their own office. Issues such as: areas of control; methodology development/or use; completion of a benefits analysis and development of a business case to support the project office are also explored in this workshop.

Instructor

Coral Trisko is a fully certified Project Management Professional (PMP) through the Project Management Institute, with over 20 years experience in Project Management. Ms. Trisko has a Graduate Certificate in Project Management from Royal Roads University in British Columbia, Canada.

She is the President of Enterprise Project Management, Ltd., which specializes in design, development and delivery of Project Management throughout private and public sector organizations internationally. Coral assists organizations to design and implement Project Management methodologies, Project Support Office environments, and provides senior Project Management Consulting services internationally. Coral has provided assessment, development and implementation of project management practices, tools, and methodologies for organizations worldwide.

Ms. Trisko has developed and facilitates the Graduate Certificate Program in Project Management and the MBA program for Royal Roads University. Coral's consulting and curriculum assignments have been for companies such as Microsoft, AT&T, ABB Sweden, Novartis Pharmaceuticals, Schindler Elevator, Syngenta Pharmaceuticals, Sprint Canada, Cominco, CANPAR, Lucent Technologies, Liberty Mutual Insurance, Cincinnati Bell, and for the government of British Columbia.

Coral was a founding member and President of the Vancouver Island PMI Chapter and has served on the executive of this chapter for 7 consecutive years and was a member of the Board of Directors for PMI Canada for over 5 years.



TRAINING

Establishing and Managing a Project Office

Intended Audience

This course is designed for those who are in the process of establishing project office environments or those who have been charged with the responsibility to design, set up and manage a project office (organizational or for a large project). This course also applies to Program or Project Managers who are responsible for managing multiple projects in organizations.

Outline

1. Project Office Defined

- Elements of a Project Office
- Needs Assessment

2. Project Office Business Case 2

- Primary Functions of a Project Office
- Understanding areas of control
- Getting Management Support
- Benefits Analysis
- Establishing the Business Case

3. Design of the Project Office

- Building the foundation
- Identifying process and methodology
- Templates and tools
- Infrastructure and Support
- Communications

4. Implementation

- Gaining agreement
- Staged Approach to implementation
- Overcoming obstacles
- Keys for success

Learn How To:

- What a project office is and the functions/services it provides
- Develop a design for an effective project office environment
- Gain management commitment to resources, and processes
- Design and develop infrastructure and support processes.
- Establish a successful project office!

PMBOK Knowledge Areas Covered:

- Integration Management
- Scope Management
- Quality Management
- Time Management
- Cost Management
- Human Resources Management
- Communications Management
- Risk Management
- Procurement Management

For more information on this or other SPC Springboard courses, please visit www.spcspringboard.com or e-mail SPC at info@spc.ca

Software Productivity Center
Suite 460—1122 Mainland Street
Vancouver, BC V8M 4T8
www.spc.ca

Toll Free: 1.877.548.1948 Fax: 604.689.0141
Vancouver: 604.662.8181 Toronto: 416.885.0512



TRAINING