

Media Contact:

Michelle Bauer
Common Language
727-510-2524

Keys to Successfully Implementing a Project Management Office *Global Economic Downturn Leads to More In House Project Management*

(Clearwater, FL) June 15, 2008 – With the economy sluggish and gas prices hurting many company's bottom line, Proggex, a project management company based in Clearwater, FL, understands some companies need help implementing their own project management processes. As organizations begin to regard themselves as project oriented, the need to tackle projects in-house becomes a necessity. Implementing a Project Management Office (PMO) might be the best way to facilitate improvements in the areas of scope, quality, cost, schedule and customer satisfaction.

When implementing a PMO, Jim Stroh, Proggex CEO, recommends a top-down implementation so that the PMO is not viewed as another layer of bureaucracy but instead as an organizational unit that is adding value to the enterprise. The operation of the PMO should also match the company's strategic project management needs.

"Companies need to take stock of their overall business processes and decide where a PMO will fit. It's important that the PMO is in line with the company's goals so that the projects don't become shortsighted and collapse due to lack of support," said Stroh. Proggex, in its fifth year of business, continues to achieve its yearly goals and continues, even in this economy, to attain double-digit growth each year.

Here's a short checklist that covers some of the key points when implementing and running a successful PMO:

Run your PMO like a project. A charter is needed that will specify the purpose of the PMO in the organization. This charter will highlight executive support for the PMO implementation. The PMO also requires a scope statement, a WBS, metrics to measure its performance, and a communications management plan.

Implementation of a PMO represents a major cultural change for an organization. Senior management's support for and commitment to the PMO is essential. Time must be set

aside for meetings with stakeholders and briefings with various teams throughout the organization so they recognize the purpose and added value of the PMO. Also, it is important not to attempt an overly ambitious implementation in a short period of time.

The roles of the PMO in an organization should be methodically defined. Specific functions to be performed must be known to everyone who is involved with the affected project or in the organization. A PMO organization chart, including roles and responsibilities, should be prepared and disseminated to the organization.

Support for the PMO's functions must be obtained from stakeholders at all levels. PMO services should be implemented in line with business drivers and project issues. A key function of the PMO should be to serve as a clearinghouse of project management best practices, tools and techniques.

To foster project management improvement an organization should regularly conduct a PMO assessment. This review will help to identify strengths and weaknesses and areas of improvement in the organization's project management practice.

Finally, **use technology**: Use proper Project Management tools to manage your PMO, portfolio and the project themselves. While there are many software packages available for this, review what you already utilize in-house such as MS Sharepoint or MS Project. Review the skill-set and experience of your staff with various toolkits. The toolkit should not be the end, but a means to the end – to successfully and efficiently manage your PMO, portfolio and projects.

About Proggex

PROGGEX is the go-to company for Project Management expertise. Founded in 2003, PROGGEX is a rapidly growing industry leader helping clients achieve high-quality results on time and within budget, no matter the size or type of project. The key to PROGGEX's success is staying laser focused on one idea—being the best at executing client projects. Unlike other firms, PROGGEX doesn't offer Project Management as simply one of a broad range of business consulting services. Project Management is what we do, and it's all we do.

PROGGEX is headquartered in Clearwater, Florida, but our reach is global. PROGGEX has successfully managed the progress and completion of projects spanning multiple countries and requiring the negotiation of diverse cultures. Our varied clientele operate in industries such as healthcare, finance, transportation, pharmaceutical, education and construction.

For more information, please visit www.proggex.com.

###

