Essentials for PMO Administrators Training

Duration: **3 Day**

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Project Management Offices (PMOs) play a vital role in helping organisations improve governance, standardise project practices, and support the successful delivery of projects and programmes. As PMOs continue to expand across industries, the need for skilled administrative and delivery support professionals has become increasingly important.

Essentials for PMO Administrators is an introductory programme designed for individuals who are new to PMO environments or currently provide administrative support to projects and programmes. The course introduces the purpose of a PMO, the fundamentals of project and programme management, the key roles within a PMO, and the practical responsibilities of a PMO Administrator.

Through practical examples and interactive learning, participants develop the knowledge and skills required to effectively support PMO operations and contribute to successful project delivery.

Prerequisites

There are no formal prerequisites for this programme.

It is suitable for:

- Individuals with little or no project management experience
- Professionals working in PMO support roles
- Those beginning a career in project management or PMO services

No pre-course reading is required.

Who Should Attend

This programme is designed for:

- PMO Administrators
- Project Administrators
- Project Coordinators
- Project Support Officers
- PMO Support Specialists
- Entry-level Project Managers
- Professionals starting a career in project and programme support

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What You Will Learn

Upon successful completion of this course, participants will be able to:

- Explain the purpose and value of a Project Management Office.
- Understand the fundamentals of Portfolio, Programme, and Project Management (P3M).
- Identify the core roles within a PMO.
- Describe the responsibilities of a PMO Administrator.
- Understand project and programme lifecycles.
- Recognise the key documentation used within PMO environments.
- Apply the knowledge, skills, and behaviours expected of an effective PMO Administrator.

Training Outline

Module 1 – Introduction to the PMO

- Understanding the PMO
- Organisational purpose
- PMO services
- Introduction to P3M

Module 2 – Project and Programme Fundamentals

- Project management principles
- Programme management concepts
- Waterfall methodology
- Agile methodology
- Project lifecycle
- Programme lifecycle
- Core project documentation

Module 3 – PMO Roles

- PMO organisational structure
- Four key PMO roles
- Responsibilities of a PMO Administrator
- Working with project teams

Module 4 – PMO Administrative Support

- Supporting PMO operations
- Document management
- Meeting coordination
- Planning support
- Communication and coordination

Module 5 – P3M Delivery Support

- Delivering PMO services
- Project support activities

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- Operational coordination
- Applying organisational standards

Module 6 – Specialist PMO Support Skills

- Risk management support
- Issue management
- Information management
- Change control
- Financial administration
- Reporting
- Performance analysis

Assessment

The programme is delivered over three days and concludes with a formal examination.

Examination Format

- 60 multiple-choice questions
- 45-minute duration
- Examination delivered on the afternoon of the final training day