



PROJECT MANAGEMENT OFFICE.

ON TIME | ON BUDGET | ON SCOPE

PMO IS A PROJECT MANAGEMENT SERVICE THAT ENSURES YOUR SUCCESS THROUGH PROJECTS AND COMPLEXITY.


PROECTS | COMMISSIONS | DEADLINES | OUTCOMES



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Brought to you by PMO, a
practice of 4xi Global
Consulting & Solutions.





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SCOPE AND DEFINITION

Define the scope in detail: how it is to be delivered and define the steps in the process.

INITIATION

The right team, the right experience, sufficient capability and bandwidth to deliver.

RISK AND COMMUNICATION

Gap analysis; resources, deliverables, project milestones, and communication protocols.

EXECUTION

Deliver to the scope of work providing regular updates including ongoing risk analysis.

CONTROL

Manage to budget, hours, flag change orders, gain further approvals.

CONCLUSION

Conduct a post project assessment to determine successes, weaknesses and adherence to best practices.



The 4xi PMO is designed to support internal 4xi projects, as well as a stand-alone service to clients.

STRATEGY ON A PAGE.

MISSION: To provide PMO excellence to 4xi consulting business units and to all 4xi customers by implementing sound project management practices. To ensure visibility to workload across the business and assist in project prioritization, to ensure that each project is delivered on time, on-budget and on-scope.

APPROACH:

1. Scope of Work & Initiation

2. Planning, Design, Pricing, Goals, Timing

3. Execution and Risk Management

4. Performance Monitoring

5. Post Project Analysis, Lessons Learned

FOCUS: All 4xi Consulting verticals, clients, and projects

VISION: To create a functional Program Management Office that establishes and implements project management best practices for the benefit of 4xi internal business units and external customers. We are committed to collaboration, standardization, and overall improvement in project results across the organizational landscape.

VALUES: Best Practices: On-Time | On-Budget | On-Scope

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KICKING OFF YOUR PROJECT.

- DISCOVERY
- PROJECT SCOPE
- DEFINE SCOPE OF WORK
- SELECT PROJECT MANAGER
- ROLES & RESPONSIBILITIES
- IDENTIFY SPONSOR
- KEY STAKEHOLDERS
- PROJECT DEFINITION
- CHANGE ORDER PROCESS
- COMMUNICATIONS PLAN
- APPROVAL PROCESS



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PLANNING PHASE: PROJECT MANAGER.

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EXECUTION & RISK MANAGEMENT.

- REVIEW AND ENGAGE TEAM
- MANAGE RESOURCES
- EXECUTE PROJECT MANAGEMENT PLANS
- PROCUREMENT MANAGEMENT (IF NEEDED)
- PM DIRECTS AND MANAGES PROJECT EXECUTION
- SET UP TRACKING SYSTEMS
- TASK ASSIGNMENTS ARE EXECUTED
- STATUS MEETINGS



**IDENTIFY the risk, ASSESS, TREAT,
MONITOR, and REPORT.**

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PERFORMANCE MONITORING.

- **SET GOALS AND EXPECTATIONS:**
 - DEADLINES AND MILESTONES TO BE TRACKED CAREFULLY
- **DEFINE PERFORMANCE**
- **MONITORING METHODS**
 - FISCAL, TIME, DUE DATES, DELIVERABLES, BUDGET
- **EVALUATE REPORTS**
- **MAKE IMPROVEMENTS:**
 - ADJUST TIMELINE, COSTS, RESOURCING WITH STAKEHOLDERS (DOCUMENT, CHANGE ORDERS, APPROVALS)
- **COLLECT AND TRACK DATA**
- **PROVIDE PROGRESS UPDATES**
- **MANAGE EXPECTATIONS**



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POST PROJECT ANALYSIS.

EVALUATE effectiveness of the project:

- **ON-TIME**
- **ON-BUDGET**
- **ON-SCOPE**



project **PROJECT**
management **MANAGEMENT**

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OVERSIGHT (COMPLIANCE).

- **DEFINE** oversight for each unique project
- **SHARE** with stakeholders and team
 - Sign-off
- **SELECT** oversight/compliance officer (Watchdog)
- **MEASURE** against rules defined for the project:
 - Cost overruns
 - Time
 - Delays with co-dependencies
 - Changes in resources or staff
- **PERFORM** updates and corrective actions

CRITICAL OVERSIGHT: regulatory compliance often includes multiple co-dependencies with tight timelines and budgets.



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THANK YOU!


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