#### **Purpose**

The Project Management Office (PMO) at G19 Studio Consultancy is established to centralize and coordinate the management of all projects across the organization. The PMO will ensure that project management practices are consistent, efficient, and aligned with the company’s strategic goals. It aims to optimize resource utilization, reduce project risk, enhance communication among stakeholders, and improve overall project delivery.

#### **Authority**

* Develop, implement, and enforce project management standards, methodologies, and best practices across all projects.
* Outline processes for executing program activities, including project integration, resource management, quality assurance, and stakeholder engagement.
* Review and approve project plans, schedules, budgets, and resource allocations.
* Monitor project progress, performance, and compliance with established guidelines and provide reports to senior management.
* Make recommendations to senior management regarding project prioritization, resource allocation, and risk management.
* Facilitate communication and collaboration among project teams, stakeholders, and clients.
* Conduct project audits and post-project reviews to ensure lessons learned are captured and shared across the organization.
* Establish procedures for closing programs, including finalizing deliverables, conducting lessons learned sessions, and releasing resources.

#### **Structure**

1. Governance Committee
2. Program Manager
3. Project Manager
4. Project Stakeholders
5. Development Team Members
6. Business Development Team Members

#### **Objectives**

* Standardize Project Management Practices
* Improve Project Delivery
* Resource Optimization
* Risk Management
* Stakeholder Engagement
* Continuous Improvement

#### **Operational Guidelines**

* Project Lifecycle Management
* Governance and Oversight
* Reporting and Communication
* Tool and Template Management