

PMO Roles & Responsibilities

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Disclaimer

- ▶ We are not perfect being. Be are striving for the perfection.
- ▶ We are first time trying to define Roles & Responsibilities of all players in the project keeping projects in the centre. Therefore there are opportunities of improvements. Let's start doing it and on the way if any opportunity is identified we can incorporate the inputs.
- ▶ There are many ways of defining roles and responsibilities but we have chosen one in which project, project's output and customer is the centre.
- ▶ So many thoughts up to last moments so there are may work in progress ideas...
- ▶ Feel free to share your inputs today or anytime in future.

- ▶ This is not
 - ▶ A Meeting
 - ▶ A Lecture of a professor
 - ▶ A Speech of some senior person
 - ▶ One more training in your hectic routine
- ▶ This is a workshop to reset our style of working. Here we are trying to understand our Role & Responsibilities to make our projects more successful.

Agenda

- ▶ Meaning of Responsibility
- ▶ Designations vs Roles
- ▶ What is PMO?
- ▶ Roles
 1. Corporate Governance (CEO/COO) - Out of scope in this workshop
 2. Executive / PMO Head
 3. Sr. User / Sales/ Marketing/ Customer Rep
 4. Sr. Supplier / HoD / Supplier Partners
 5. Project Board (Executive + Sr. User + Sr. Supplier)
 6. Project Manager
 7. Project Assurance
 8. Project Support
 9. Change Authority
 10. Team Managers / PMT (Project Management Team)
 11. PMT Members

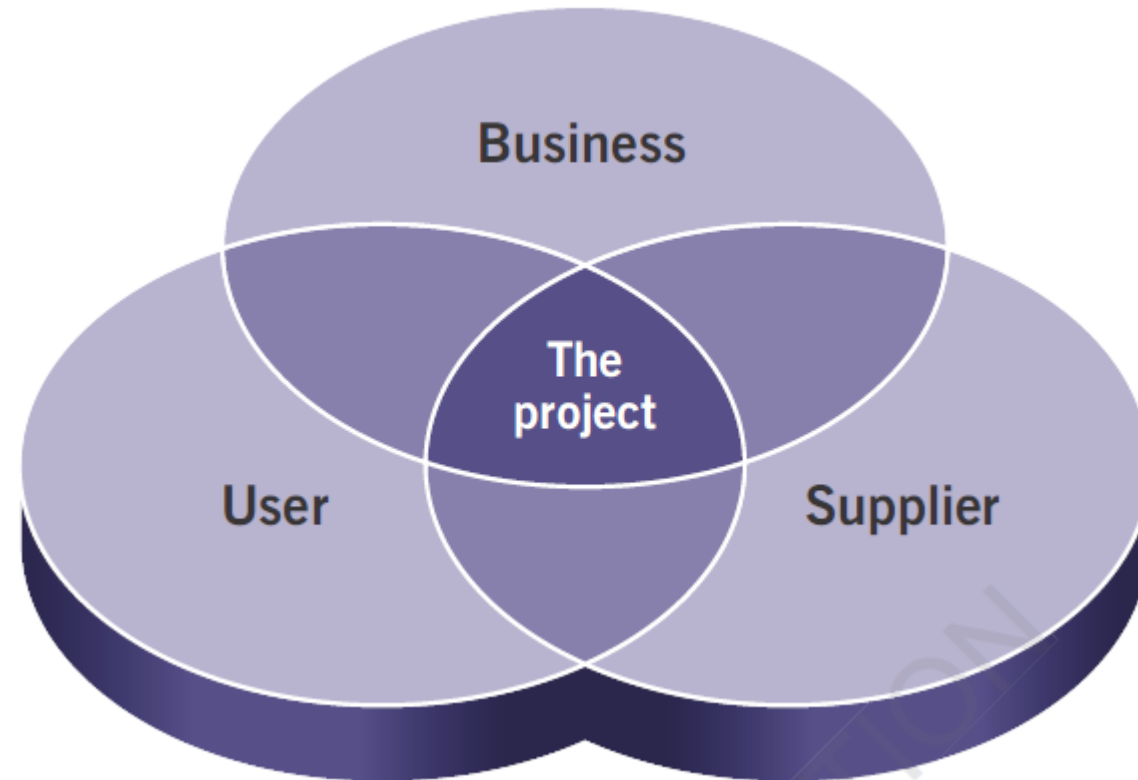
Responsibility = Ability to Response

What is meaning of Response?

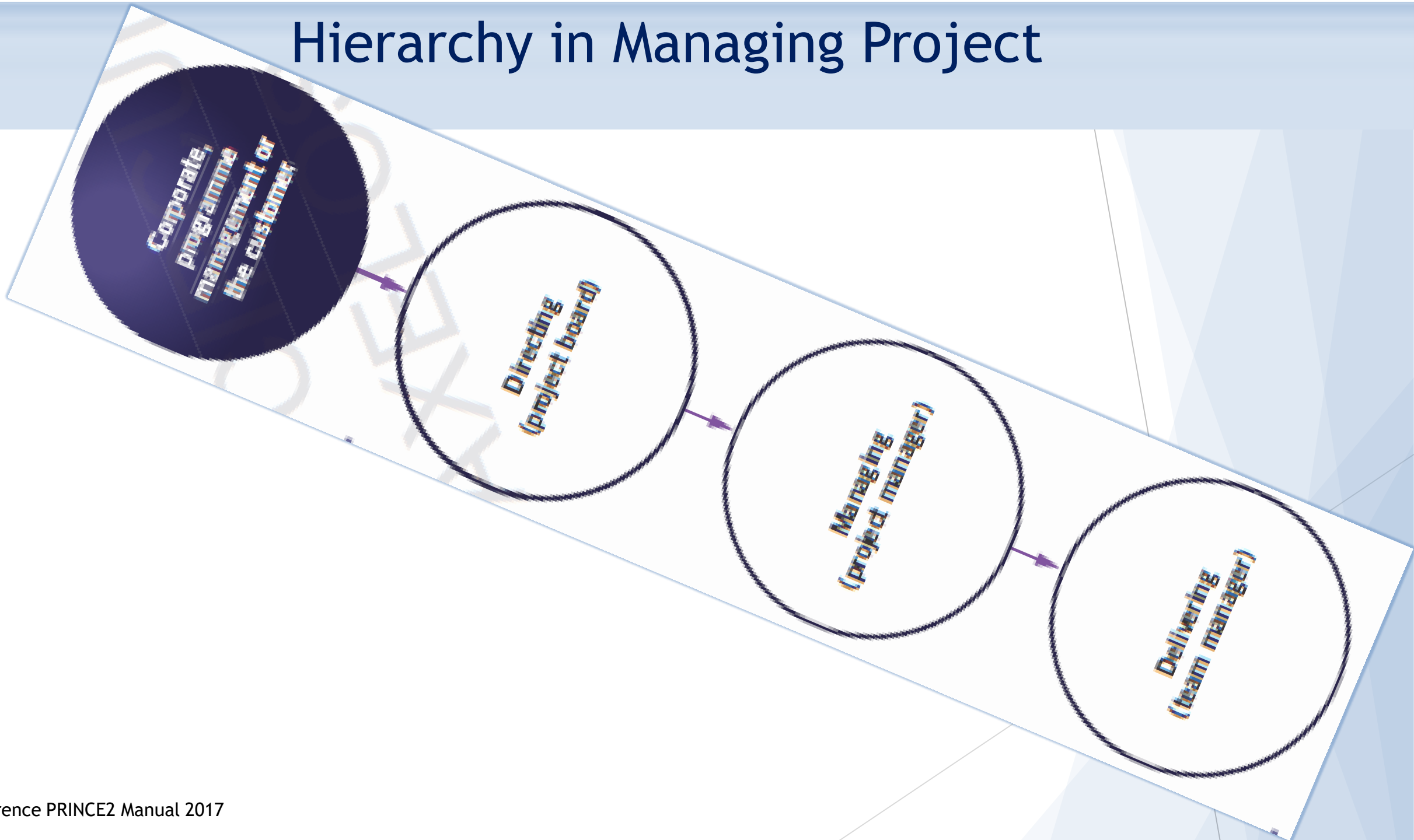
Who we are?

- ▶ We are not typical manufacturing company
- ▶ We are not typical project company
- ▶ We are not typical service company
- ▶ We are a company who do projects but have our production facility.

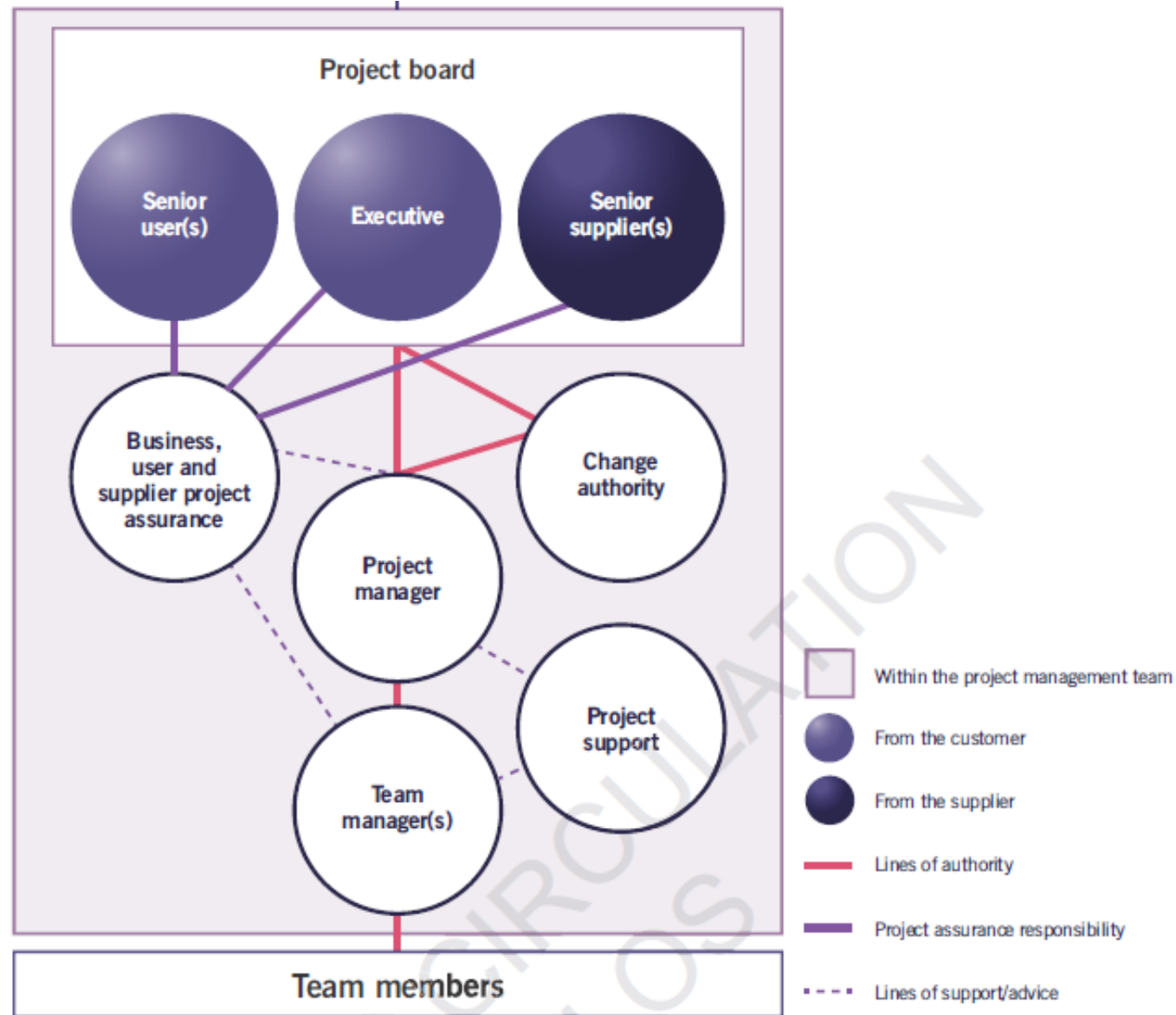
The Project



Hierarchy in Managing Project



Hierarchy in Managing Project



One Important Role But....

- ▶ PMT (Project Management Team)
- ▶ PMT Members
- ▶ Why this is called so?
- ▶ How this named in other organizations?
- ▶ How PMT role is different from “PMT Member” role?

Designation vs Roles

Designation

1. Fixed
2. One person has one
3. It is a Title
4. Glued to sitting place
5. Has seniority and Juniority
6. Fixed Reporting Structure
7. Reporting towards upward only
8. More Administrative in nature
9. Better performance leads to promotion to next in hierarchy
10. Part of Hierarchy
11. Formal power used to get the work done

Roles

1. Dynamic.
2. One person can have many
3. It is not Title
4. Not related to sitting place
5. No seniority and juniority
6. Reporting to Role player
7. No upward or downward
8. Playing real sport in the field
9. Better performance leads to bonus, more complex work
10. Matrix in nature without hierarchy
11. Referent power is used to get the work done

Powers

How to get the work done in project environment? Through the power which are vested in you or which you acquire by networking and other interpersonal skills.

- ▶ Formal : Organization Positional. Designation.
- ▶ Penalty : Threat. Fine. Punishment
- ▶ Reward : Appreciation. Prize. Bonus. Incentive. Award
- ▶ Expert : Skills, Knowledge, Proficiency, Efficiency in the work. Respect as SME.
- ▶ Referent : Influencing through other people. Gained through Networking, Influencing skills. For this you need to invest in building relations and rapport.

Major Work in Project Life Cycle

▶ Pre Project

- ▶ Work Assessment, Feasibility,
- ▶ Resource Capability, Availability
- ▶ Estimation, Profitability

▶ Initiation

- ▶ Project Charter Preparation & PM Assignment

▶ Planning

- ▶ High Level Plan
 - ▶ At the start of project, Reassessment, Feasibility, Estimation, High Level Schedule,
- ▶ Detail & Daily Plan
 - ▶ Based on the workflow and feedback authorizing next work, adjusting resources and speed

▶ Execution

- ▶ Doing the work as per the plan. Solving impediments. Keeping team aligned, motivated and focused.
- ▶ Stakeholder engagement. Satisfy stakeholder's project related need.
- ▶ Purchase, Delivery and Payment & Receipts

▶ Governance

- ▶ Reporting, Variance Analysis, corrective and preventive action
- ▶ Learning and sharing from doing

▶ Closure

- ▶ Feedback to players, from customer
- ▶ Archiving project document
- ▶ Final lesson learned documentation and sharing

Am I missing anything?

Do you have any question?

Next Program

- ▶ What is Critical Chain & Critical Path Method?
- ▶ Who should Participate: All Estimators, Schedulers, Who Control Resources & Their Assignment. I think HOD, PM, PMT
- ▶ Time : 07-Dec, Thu 9am - 1pm.
- ▶ Location: Admin Block, Training Room



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