# PMO Progress Report

## General Information

**Reporting Period:** 24-Nov to 31-Dec-17

**Total Working Days in Reporting Period:** 22 Days

**Reporting Date:** 05-Jan-17

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**Reported By:** Hari Thapliyal

**Reported To**: Raguraman Ji & Swaminathan Ji.

## Deliverables of the Reporting Period

**PMO Setup Related**

* PMT’s (Project Management Team) Members are identified from each department. These members started taking responsibility of the work undertaken or committed by their department for the project.
* Initially 6 but later 19 Projects are taken for PMO planning and tracking
* Kanban Board is setup
* People routine updating Kanban board. Now, it is real time project information board.
* Daily stand up meeting is daily ritual of the project management team.
* Impediments are being taken seriously and action being tracked
* Microsoft Project (MSP) hands-on workshop done for Varun, Elamaran & Ethiraj
* Project Schedule template is finalized
* Configuration management system for Project Managers and Project Related document is finalized.
* Concept of Progressive Elaboration and Rolling Wave Planning is being implemented for Project Scheduling
* Finalized resources which need to be assigned to project work and optimized.
* Following trainings/workshops were conducted to change the old work habits and bring new work habits. Almost every PM, PMT & HOD participated in these workshops
  1. Importance of Daily Standup Meetings and How to conduct it effectively.
  2. Importance of Kanban Board and how to keep it live and make it most important document of the project.
  3. Roles & Responsibilities of the Project Team
  4. Estimation Tools, Critical Path Methods (CPM) & CCM for Project Scheduling
  5. Project Risk Management & Preparing Organization Database of Project Risks

**Project Progress Related**

* Not tracked in this period

## Other Important Activities Performed in the Period

* Registration for Microsoft Project Online. Download, Install the software, Integration with EPM on 7 Machines. This is done on trial version.

## Challenges Faced/Facing

* Frequent discussion of internet. Even after many reminders on daily basis, as of today this problem is not solved. Almost all project managers are facing problem but I am facing more.
* Missing go-getters from the Organization. No senior or experienced person from the organization is available to take the project manager or leadership role. Due to this reason, I am interacting with freshers, new joinees and inexperienced persons on daily basis.
* It took almost one month for me to get large space on wall to track all the projects.
* Nandakumar/Ethiraj are so much busy in fire-fighting daily issues, making reports, doing meeting that they are not able to pay attention to new way of working
* In last 22 working days I could not sit constructively even for one hour continuously with Nandakumar to solve the project management challenges of the organization. No single plan came from Nandakumar for the baseline.

## Support Need

* Provide stable & reliable IT infrastructure for PMO Head, PMs, PMTs
* Next week onwards, slowly senior management should start talking to project managers and not to Nandakumar only.
* Next week onwards, for the project related work do not talk to HODs bypassing PM. PM must know from his project which problem is being discussed and what is the solution and how to solve it next time without going to senior management.
* Talk to all project managers keeping Plan, Issue, Risk & Project Metrics in mind and no general discussion. Otherwise they drag the discussion, sucks all the time, discuss everything and not core.
* I am not sure Varun, Elamaran, Ethiraj can take PM role. It looks they are fit for project support role, like doing documentation, making report, sending email etc. Getting work done from PMT and department may be really challenging for them in coming time. So, these people need to be coached further and need management blessing so that they are taken seriously by other departments. Alternative option is get some good project managers from the market.
* I am not confident whether Nandakumar can take PMO head role. Because he talks a lot, know many things about business but poor in estimation, planning, taking risk, getting work done, facing stakeholders eye to eye, talking to the point, time management, priority management, accepting failures and taking serious steps to correct the future path. This is my observation and opinion. Being a human, I may be wrong therefore use his past performance data, your own observation and experience to take this call.

## Deliverables of next period

* Baseline all current running projects with resources, efforts, duration, start & finish date, labor cost using the template finalized
* EPM Integration of all MSP machines
* Implement EPM (Enterprise Project Management) system for organization wide institutionalization of Project Management Practices. (This is big work so next month it will be detailed out.)
* With the help of EPM almost real-time project work tracking system in place
* Create Project Dashboard for Project Manager
* Create Project Dashboards for Top Management
* Future Training & Workshop on
  1. Communication Management & Stakeholder Engagement
  2. Fire fight vs Project Management
  3. Configuration Management Systems & Project ISMS (Information Security Management System)
  4. Project Knowledge Management
  5. Enterprise Project Management Awareness
  6. Understanding Project Leadership and project manager’s Role
  7. Time Management for Daily Work Management
  8. Seeking Excellence in Professional & Personal Life