# PMO Progress Report

## General Information

**Reporting Period:** 01-Feb to 28-Feb-18

**Total Working Days in Reporting Period:** 23 Days (2 Sat from Home & 1 Day off)

**Reporting Date:** 05-Feb-17

**Prepared By:** Hari Thapliyal

**Reported By:** Hari Thapliyal

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

## Deliverables of the Reporting Period

**PMO Setup Related**

* PMO Head Dashboard Created
  + Bird’s Eye View Dashboard
  + Capacity Planning Dashboard
  + ABG-PBG Report
  + LD Report
  + Schedule Variance Dashboard
  + Work Variance Dashboard
  + Chairman Dashboard (CDD, LD, Dispatch Info)
* PM Dashboard Created
  + Weekly Work Planner Report
  + S Curve Dashboard
  + Project Resource Requirements Report
  + MOP Report
  + Milestone RAG Report
  + Issue Tracker Dashboard
  + Risk Tracker Dashboard
* Project plan and actual data is reliable. Any missing information noted during reviews are brought to notice of PM and fixed.
* All Project are being tracked on Kanban board.
* Timely, right format and purposeful daily standup meeting is part of daily business
* Regular weekly planning sessions on every Monday.
* EPM (Enterprise Project Management) customization & configuration work.
* All new project are available in the EPM
* All major projects are planned and loaded into EPM tagwise
* All running projects are being tracked on EPM
* Risk Management & Issue Management done using EPM
* A **TEAM**-**PMO Dashboard and TEAM-PM Dashboard** is showing all the organizational project and their up to date progress at one place. <https://teamchennai.sharepoint.com/sites/pwa/Projects.aspx> (userid: [pmohead@drraoholdings.in](mailto:pmohead@drraoholdings.in) pwd teamwork1!)
* COO using TEAM-PMO dashboard for weekly project review with project managers. Current focus of this meeting is to help project managers
  + To sort out issues which could not be sorted during the week
  + Resources prioritization for the project
  + Access the capability and attitude of existing project manager
  + Project reassignment to another PM. This lead to shifting of IGCAR project from one PM to another.

**Project Progress Related**

* Benchmarking of engineering activities by Production Department.
* Developed a template for project estimation
* 4209 Estimation is done using the new template
* 4209 Schedule is created and uploaded into EPM
* 4220 Estimation and done using the template
* 4220 8 tags scheduled and uploaded into EPM

## Other Important Activities Performed in the Period

* NIL

## Challenges Faced/Facing

* I wanted to setup a configuration management system for all project documents related to PMO but unreliable wireless/internet connection makes it difficult for me to access organization folders when I needed.
* Too much deviation of estimates between estimation done during budgeting and planning is concern. If planning estimates are grossly wrong then benchmarking need be improved. And, if budget estimates are wrong then as a company our margins will reduce significantly.
* Due to above reasons we could not do estimation and scheduling of IGCAR projects 4203 and 4192

## Support Need

* Management start using the system. Insist employees for updating the system and everybody read information from the same system. Call to employees only when information is missing in the system. In that case employee first need to update the system and show the info from the system.
* Minimum once in every week senior management need to come as an observer and watch the proceeding of standup.
* Minimum once in every week senior management need to come and check the progress on Kanban board.
* Whatever information management wants should come to them via system accessed throught phone/laptop.
* 6 People interviewed for PM position, 3 People shortlisted. COO need to meet and make the final decision.

## Planned Work Dropped in this Period

* Department start updating the project’s task progress directly from their side. Project manager need to validate and approve. PM will not enter the progress data. *[I don’t think it is possible at today’s maturity and environment. I have cancelled licenses purchased for PMTs]*
* Future Training & Workshop on. *[Workshop dropped because in routine discussions with PM I have emphasized the point which I wanted to emphasize in workshop]*
  1. Fire fight vs Project Management
  2. Configuration Management Systems & Project ISMS (Information Security Management System)
  3. Project Knowledge Management
  4. Understanding Project Leadership and project manager’s Role
  5. Time Management for Daily Work Management
  6. Seeking Excellence in Professional & Personal Life

## Planned Work Reschedule for Next Period

* Cost integration into EPM system.

## Deliverables of next period

* Configuration management for all projects will be done
* Put some more parameters on CEO dashboard and refine existing one.
* Refine existing dashboards of PM and PMO Head
* Ensure security of the system and the data.
* IGCAR estimation and planning
* Cost integration into EPM & Power BI system.
* Train a new hire PM
* Knowledge transfer to PMs
* Conduct Monday Operation Review Meeting using PMO dashboard.
* Document SOP for following
  + Kanban board Updation
  + Standup Meetings
  + Project Estimation
  + Project Scheduling and Baselining
  + Project Tracking
  + Project Review Meetings