# PMO Progress Report

## General Information

**Reporting Period:** 01-Jan to 31-Jan-18

**Total Working Days in Reporting Period:** 23 Days

**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**

* 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 completed
* All running project transported into EPM
* All running projects are being tracked on EPM
* All projects on EPM reflects correct information about project
* Resource pool created on EPM
* Capacity planning is possible on EPM
* A **project dashboard** is created 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 started weekly project meeting 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
* 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. Communication Management & Stakeholder Engagement
  2. Enterprise Project Management Awareness

**Project Progress Related**

* Not tracked in this period

## Other Important Activities Performed in the Period

## Challenges Faced/Facing

* Frequent discussion of internet. Recently a separate 40 mbps line for PMO has solved this problem up to the great extant. But still internet goes down.
* Due to lack of availability of production department key resources key project like 4220, 4209, 4192, 4203 are still not planned to the completion. Out of these critical projects project schedule of only 1 tag (4 equipment) of 4220 is available. You can see the correct progress on Project Dashboard.

## 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.
* Reduce long face to face information sharing meeting of group and convert those to short one-on-one problem solving meetings.
* Whatever information management wants should come to them via system on phone/laptop.

## Deliverables of next period

* Develop few good dashboards for COO and Chairman
* 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.
* Cost integration into EPM system
* Finalize hire of one Project Manager.
* Future Training & Workshop on
  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