

# 1

Header – Check Resources>HEADER folder for options



# 2

## WHAT WE OFFER

The Manila PMO team is composed of experienced and skilled programme managers, project managers and project coordinators.

Our core services are programme management, project management and enablers (tools and templates) set-up following the Supportive PMO Model.

Provides both dedicated or one-to-many Shared Services model with dedicated project POCs.

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# 3

Check Resources>ICONS folder for original icon files

## Box 1 - EFFICIENCY



Reduce failed projects by increasing the planning accuracy of projects in terms of budget, schedule and resources

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## Box 2 - COST SAVINGS



Ensure cost savings via standardization of process and documents

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## Box 3 – QUALITY



Guarantee compliance by implementing quality assurance measures

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# 4

3 images - Check Resources>3 box images folder for options

## CAPABILITY

### PROGRAMME MANAGEMENT

#### Quality Assurance

Set up the mechanisms to ensure that the programme is performing its delivery role correctly, by reviewing compliance to industry best practice. These assessments, against project management or delivery methodologies, are to provide delivery confidence to the sponsor

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### PROJECT MANAGEMENT

#### Deliverable Management

The process and policy supporting the management of project deliverables.

#### Document Management

The guidelines and standards expected for project documentation, including key deliverables.

#### Planning

The process to develop the Project Plan.

#### Issue/Risk Management

The process covers identification, assessment, response planning and closing of project issues and risks.

#### Reporting

The process to develop project reports.

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### ENABLERS

#### Tools and Templates

Set up of tools and templates for use on programmes or projects. The tools primarily focus on PPM and collaboration tools, while the templates are standard program delivery templates.

- MS Project
- SharePoint
- Jira/Confluence
- PMC

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