# PMO Process Guide – CyberpunkMonkChatbot

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## 1. Purpose

This PMO Process Guide is a living document designed to capture the processes, workflows, and interdependencies between project artifacts for the CyberpunkMonkChatbot project. It serves as both a reference for current project execution and a knowledge base for future projects.

## 2. Artifact Relationships

The following relationships describe how core PMI-aligned documents and tools integrate with one another:

• Project Charter → Supplies Project Name, Objectives, High-Level Deliverables, and Key Stakeholders to the Scope Statement and Work Breakdown Structure (WBS).

• Scope Statement → Feeds deliverable descriptions into the WBS, schedule, and risk register.

• Work Breakdown Structure (WBS) → Becomes the task list in the schedule and also helps identify risks in the Risk Register.

• Risk Register → Links tasks in the schedule to mitigation actions and contingency buffers.

• Schedule (Excel) → Uses task names, milestones, and durations from the WBS and tracks risks flagged in the Risk Register.

## 3. Master Data Sheet

A Master Data Sheet in Excel is recommended to hold the following core project metadata:

• Project metadata (from Charter)

• Deliverables (from Scope)

• WBS IDs

• Risk IDs

This sheet allows for linked cells or scripts to cascade updates across all project documents, reducing duplication and ensuring consistency.

## 4. Update Frequency

Unlike the Project Charter or Scope Statement, this PMO Process Guide is a living document and should be updated regularly as processes evolve, lessons are learned, and new tools or templates are introduced.

## 5. Version Control

Maintain version control for this document using a consistent naming convention:  
CyberpunkMonkChatbot\_PMO-ProcessGuide\_v[Major.Minor]\_YYYY-MM-DD.docx