



Essentials for PMO Administrators™



Overview

Kick start your career as a PMO Administrator

Learn the core principles of Project Management and how to use these within the context of a Project Management Office (PMO).

In a world where businesses are expected to be adaptable, projects are key, resulting in the exponential growth of the project management profession and increased demand for PMO support roles. In this three-day course, you will learn the fundamental knowledge and competencies needed to excel in these in-demand support roles.

Essentials for PMO Administrators Training and Certification is designed for beginners, to provide an introduction to Project, Programme and Portfolio Management (P3M), within the context of a Project Management Office. This course delves in the four key roles within a PMO and reveals what it takes to be successful in a support role.

[Listen to the Co-Founders of House of PMO explain why they created Essentials for PMO Administrators](#), who will benefit from this training and what the top three things you will learn on this course.





Key Topics

PMO in context

Core elements and processes of P3M. Characteristics of agile projects. Typical P3 organisation structures and roles. Key documentation. The service-based PMO.

PMO roles

4 key PMO roles. Responsibilities of the PMO Administrator. Knowledge, skills, and behaviours of the PMO Administrator.

P3M competencies

Overview of competencies required for P3M administration and P3M delivery support. Key terms and artefacts relating to each competence. The potential services that require each competence and how the competence is used in the delivery of those services.



Objectives

This course will enable participants to:

- » Learn essential Project, Programme and Portfolio Management principles and terminology
- » Discover the four key roles in a Project Management Office: Administrator, Analyst, Manager, and Director
- » Explore the responsibilities, knowledge, skills, and behaviour needed to be a successful PMO Administrator. This includes understanding the core and essential delivery support requirements in change control, financial management, information management, issue management, reporting (insights analysis), and risk management.

Exam

Exam is taken on afternoon of Day 3.

APMG International administers the Essentials for PMO Administrators examination scheme.

Duration

3 days



Course Delivery

Materials: A comprehensive participant workbook is provided.

Pre-course: None



Who is this course for?

This course is suitable for:

- » Complete beginners
- » Current and aspiring PMO Administrators, Project Administrators, Project Co-ordinators and Project Support Officers
- » Aspiring Project Managers who are brand new to project management or have minimal project management knowledge

Professional Development Units (PDUs)

Participants who have been awarded the Project Management Professional (PMP)[®] credential by the Project Management Institute (PMI)[®] are eligible to earn **21 PDUs** for their participation in this course (21 Ways of Working).

CPDs

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn **20 CPDs** for this short course.

Why learn with PM-Partners?

Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.



Mike Boutel
Head of Training



Nekta Vamvoukakis
Corporate Training
Consultant



Jourdan Clark
Professional Development
Manager

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in AXELOS' best practice portfolio, such as ITIL®, PRINCE2®, PRINCE2 Agile®, MSP®, MoP®, P3O® and P3M3®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits, Facilitation and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.

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Pay just 50% of your course fee now and pay the other 50% 14 days before your course starts. Select invoice on checkout and one of our consultants will call you to arrange your payment plan.



Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.





PM-Partners have
been leaders in training and
professional certification for
over 20 years.

Our trainers are highly
qualified practitioners in their
chosen fields.

**SYDNEY OFFICE**

Level 5
45 Clarence Street
Sydney NSW 2000
Phone: 1300 70 13 14

MELBOURNE TRAINING CENTRE

Karstens
Level 9, 123 Queens Street
Melbourne VIC 3000
Phone: 1300 70 13 14

MELBOURNE OFFICE

Level 21
459 Collins Street
Melbourne VIC 3000
Phone: 1300 70 13 14

CANBERRA OFFICE

Level 4 & 5
15 Moore Street
Canberra City ACT 2601
Phone: 1300 70 13 14

BRISBANE OFFICE

Level 24
215 Adelaide St
Brisbane QLD 4000
Phone: 1300 70 13 14

SINGAPORE OFFICE

20 Bendemeer Road #03-12
Singapore 339914
Phone: +65 6818 5771

info@pm-partners.com.au | www.pm-partners.com.au

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