

PMO Practitioner Course Syllabus

Alignment to Bodies of Knowledge

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1 PMO Practitioner Syllabus

The Wellington PMO Practitioner course has been accredited by the APM and IPMA AEIPRO, as well as recognised by Course Conductor as a Market Leading course for PMO people to develop their skills professionally and personally.

Coverage of Learning Outcomes	APM Body of Knowledge Reference	IPMA ICB4 Competence Elements	PMI Body of Knowledge Reference
1. The PMO Operating Environment <ul style="list-style-type: none"> Organisational strategy Definition – project, project management Differences between project and business as usual Relationship of programme management and portfolio management to project management 	1.2.3, 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2,	Perspective CE 2, Practice CE 5	Part 1: 2.1, 2.2, 2.4.4, 2.4.4.2,
2. The P3 Life Cycles <ul style="list-style-type: none"> Project life cycle Programme life cycle Portfolio life cycle Agile Project Management 	1.2	Perspective CE 2, Practice CE 5	Part 2: 1.1, 1.2, 1.5
3. The PMO Journey <ul style="list-style-type: none"> Evolution of PMO Definition of PMO Reasons why PMOs fail 	2.2.1	Perspective CE 2, Perspective CE 5, People CE 4	Part 1: 2.4.4.3
4. The PMO Identity <ul style="list-style-type: none"> The PMO triangle PMO models PMO types The PMO Principles Vision, Mission, Values The PMO Charter 	2.2.1	Perspective CE 2, Perspective CE 5, Practice CE 5, Practice CE 12, People CE 4	Part 1: 2.4.3.3
5. The PMO People <ul style="list-style-type: none"> Competency Frameworks PMO Career Path (inc transition) Roles and behaviours Ethics 	3.1, 3.2, 3.3	Perspective CE5, People CE 2, People CE 4, Practice CE 12	Part 1: 1.1.3, 3.2, 3.4 Part 2: 1.7
6. The PMO Implementation Life Cycle <ul style="list-style-type: none"> Identify the need to establish a PMO Define the PMO Deliver the PMO Manage the PMO Close or Transform the PMO 	1.2.1	Perspective CE 2, Practice CE 5, Practice CE 12	Part 1: 4.1
7. The Need for PMO <ul style="list-style-type: none"> PMO Interfaces Success factors & Criteria PMO customers The PMO Business Case 	1.3, 4.1	Perspective CE 2, Practice CE 5, Practice CE 12	Part 1: 3.4.4.3, 3.5, 13, Part 2: 1.6, 1.4
8. The PMO as a Service Provider <ul style="list-style-type: none"> PMO functions PMO Service Catalogue Tailoring PMO Services 	2.2.1, 2.2.2, 2.2.3, 2.2.4	People CE 10, Practice CE 5, Practice CE 12	Part 1: 1.2.5 Part 2: 1.3, 1.9

9. The PMO Value <ul style="list-style-type: none"> Understand the perception of value Deliver the value Measure the value Communicate the value 	4.1.1, 4.1.2, 4.3.1, 4.3.5, 4.3.6	People CE 10, Practice CE 5, Practice CE 12	Part 1: 10, 1.2.2
10. The PMO Maturity <ul style="list-style-type: none"> PMO maturity PMO roadmap Organisational capability 	2.2.7	Perspective CE 2, Perspective CE 5, Practice CE 5	Part 2: 1.3
11. The Embedding of PMO <ul style="list-style-type: none"> Dealing with resistance Sustaining the value Transitioning to Agile Continuous Improvement for PMOs 	2.3	People CE 4, People CE 10, Practice CE 5, Practice CE 12	Part 1: 4.7
12. The PMO & Organisational change <ul style="list-style-type: none"> What is organisational change Change Management Communities of Practice 	2.3.2, 2.3.3	People CE 4, People CE 10, Practice CE 5, Practice CE 12	Part 2: 5.9
Assessment		60 questions, 60 minutes	

1.1 Further reading

- > Why Should I Attend PMO Practitioner Course [Read More](#)
- > Research Paper: The Case for a PMO certification [Read More](#)
- > How to Start the Conversation [Read More](#)

1.2 Virtual Logistics

Wellingtone can offer the virtual in-house Assurance Practitioner course via **Microsoft Teams** of **Zoom***

Prior to the course, delegates will be asked for their physical address and a training pack will be sent via courier to them wherever they are, along with guidance on how to utilise the virtual classroom.

* Zoom is the preferred option for delivering virtual courses as it includes enhanced functionality

1.3 Upcoming Public Courses

Upcoming public courses are available on our websites: [Wellingtone UK](#)
[Wellingtone España](#)

2 Contact us



www.wellingtone.co.uk

Wellingtone Limited

St Stephens House
Arthur Road
Windsor, SL4 1RU

01753 621 200

info@wellingtone.co.uk

Windsor | Dublin | Madrid



3 About Wellington

Wellington have been taking a diverse mix of organisations to the future of work management since 2001, clients include:



3.1 Client Statements

“Wellington didn’t just focus on the IT implementation – they added value to the strategic process and decision making, and they stayed in constant communication to ensure we were up and running as quickly and smoothly as possible.

Laura Parkinson, Senior Programme Manager - Cumbria NHS



ACCA

“We found Wellington’s approach refreshing. It felt more like a partnership than a supplier relationship, and they delivered on what they had promised. I would recommend them to anyone who’s considering making the move to Project Online.”

Sarah Olliffe, Senior PMO Analyst - ACCA

“I would recommend Wellington due to their approachability, flexibility and expert grounding in the world of project management. That’s their focus. It’s not just about software implementation for them.”

Scott Young, PMO Manager - Leicestershire County Council



3.2 Case Studies

A number of relevant case studies are available on the [Wellington Website](#)

3.3 Our Differentiators

We can support you with the entire journey.

Gold
Microsoft Partner



Technology Services

As a Microsoft Gold Partner with the PPM Specialisation we help organisations to work smarter

[Read more](#)



Consultancy Services

Our services focus on modernising PPM / PMO ways of working, methodology & governance

[Read more](#)



Training Services

Ground-breaking public and customised in-house PPM / PMO and Microsoft technology related training courses

[Read more](#)



Axelos Consulting Partner

An Accredited Axelos Consulting Partner able to deliver P3M3 Assessments.

[Read more](#)



G-Cloud Supplier

UK public sector organisations can use the Digital Marketplace to work directly with us.

[Read more](#)



PMO Global Alliance

We are the UK partner for this global community. Our annual conference, FuturePMO is the home of the annual Global PMO of the Year Awards, involving +64 countries.



Market Leader in PMO Training

Wellingtone has been independently Accredited by Course Conductor as a Market Leader for PMO training.

[Read more](#)

3.3.1 FuturePMO Conference



FuturePMO is a unique, fun, informative, inspiring and friendly 1-day PMO Conference conceived by Wellington and designed to push the boundaries of your PMO thinking, to look towards the future.

[Read more](#)

3.3.2 The State of Project Management Report



The State of Project Management is an annual report published by Wellington with contributing input from several APM Specific Interest Groups (SIG), and University College London. This is one of the largest pieces of research of its kind each year with 100's of organisations taking part.

[Read more](#)

3.3.3 Project Management Day of Service



Project Management Day of Service (PMDoS)[®] was started in 2014 in the US by PM4Change, a group of 40 project managers interested in giving back. Driven by an all-volunteer PMO, the first event brought together 300 volunteers to provide pro bono PM services to 100 charities. The Wellington partnership with PM4Change means we are the exclusive UK Partner and run two PM Day of Service events each year in the UK, often using Microsoft conference space.

[Read more](#)