

IT PMO GETTING STARTED CHECKLIST

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ANALYZE CURRENT STATE

What are your current projects?

What are your PM strengths?

What are your PM weaknesses?

What are the current PMO tools?

DEFINE IT PMO OBJECTIVES

What are the objectives of the IT PMO?
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What will the IT PMO deliver and not deliver?

What are the competencies of the IT PMO?
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What services will be offered by the IT PMO?
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STAKEHOLDERS

Who is impacted by the IT PMO?

Who are the IT PMO customers?

Who is on the IT PMO team?

Who is the IT PMO sponsor?

DEVELOP PMO VISION STATEMENT AND CONCEPT

What is the vision and mission of the IT PMO?

SUCCESS CRITERIA

How will the IT PMO know if it is successful?

ROADMAP

What is the IT PMO implementation timeframe?
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What are the short, medium, and long-term goals of the IT PMO?
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SETUP AND MANAGE PMO OPERATIONS

Implement IT PMO processes

Implement technology solutions

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