

The Project Management Office (PMO Establishment) Training Course

28 December 2026 – 1 January 2027
Tokyo

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Ref: 36023_3178 **Date:** 28 December 2026 – 1 January 2027 **Location:** Tokyo **Fees:** 10000 Euro

Training Overview:

The Project Management Office PMO Establishment, Optimization, and Modernization Certification Course is a comprehensive training program designed to provide participants with the knowledge and skills necessary to establish, optimize, and modernize a Project Management Office PMO. This course combines project management fundamentals with a focus on Agile Project Management with Scrum, making it unique and highly relevant in today's dynamic business environment.

By enrolling in this course, you will learn how to create and manage project charters, effectively plan and execute projects, and understand the responsibilities of a project manager. You will also gain insights into the differences between Agile and Waterfall project management approaches and develop proficiency in Agile Project Management with Scrum. Furthermore, this course will guide you in optimizing and modernizing your PMO, ensuring its alignment with industry best practices.

Target Audience:

- Project Managers
- Agile Project Managers
- Team Leaders
- Scrum Masters
- Program Managers
- Project Coordinators
- Project Analysts
- Project Team Members
- Business Analysts
- IT Managers

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Targeted Organizational Departments:

- Project Management Office PMO
- IT Project Management
- Research and Development
- Operations
- Human Resources
- Finance
- Engineering
- Quality Assurance
- Business Process Improvement
- Strategy & Planning

Targeted Industries:

- IT Services
- Software Development
- Financial Services
- Construction
- Consulting
- Healthcare
- Telecommunications
- Manufacturing
- Education
- Government

Course Offerings:

- Understanding the process of PMO establishment, optimization, and modernization
- Differentiating between Agile and Waterfall project management
- Mastering Agile Project Management with Scrum
- Improving Agile project management skills
- Creating and managing Project Charters and Project Plans
- Understanding the roles and responsibilities of Project Team Members and Project Managers
- Becoming a certified Project Management Professional
- Gaining the skills needed to excel as an Agile Project Manager
- Obtaining Agile Project Management with Scrum certification

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Training Methodology:

This course employs a blended learning approach, combining instructor-led sessions, interactive group work, case studies, and feedback sessions. Participants will engage in Agile project management training modules that focus on both theoretical concepts and their practical application. The training will include discussions on Agile and Waterfall methodologies, project planning techniques, and optimizing PMOs. Real-world case studies will be used to highlight project manager responsibilities and demonstrate how to improve PMO performance.

Course Toolbox:

Participants will have access to a comprehensive set of resources, including:

- Project management software
- Online reading materials
- Interactive Agile Project Management training modules
- Project Charter templates
- Project planning tools
- Checklists for project manager responsibilities
- Digital handbooks for Agile Project Manager responsibilities
- Preparation materials for Agile Project Management with Scrum certification

Course Agenda:

Day 1: Introduction to Project Management and PMO

- Key roles of the PMO
- Benefits of the PMO
- Link between strategy and projects
- Aligning strategy with projects
- The strategy and projects framework
- Reflection & Review: Recap of key concepts and discussion on the importance of PMOs

Day 2: PMO Business Case, Organization, Structure, and Functions

- Portfolios, programs, and projects
- Developing a strong PMO business case
- Organizational structure for projects
- Types of PMOs
- Functions of the PMO
- Reflection & Review: Review of key topics and interactive group activity

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Day 3: Maturity and the PMO

- Defining maturity and capability
- Steps for increasing maturity level
- Baseline maturity assessment
- Project management health check
- Maturity gap analysis steps
- Organizational project management maturity model PMI-OPM3
- Reflection & Review: Discussion on maturity levels and their impact on PMO effectiveness

Day 4: PMO Planning, Preparation, and Strategy

- Creating the PMO charter
- Objectives and milestones
- Using gap analysis to set milestones
- Implementation strategy phases
- Measuring success metrics
- Reflection & Review: Group exercise on PMO planning and strategy development

Day 5: Human Capital and The PMO, Project Knowledge Management and The PMO

- Key issues in people management
- Staffing the PMO
- Competency identification
- Performance measurement and rewards
- Career paths and leadership development
- Best practices for people management in the PMO
- Key success factors in knowledge management
- The knowledge management process
- Project closeout and capturing lessons learned
- The knowledge gap in project management
- PMO as a community of practice
- Measuring and monitoring project performance
- Reflection & Review: Recap of key concepts and final Q&A session

How This Course is Different from Other Project Management Courses:

This course differentiates itself by offering a unique blend of project management fundamentals, PMO establishment and optimization, and Agile Project Management with Scrum. While many project management courses focus solely on traditional project management approaches, this course acknowledges the growing importance of Agile methodologies and addresses the needs of professionals working in Agile environments.

By integrating Agile Project Management with Scrum, participants will gain a holistic understanding of project management practices, enabling them to adapt to different project management approaches based on project requirements. This course also provides a strong focus on PMO establishment, optimization, and modernization, equipping participants with the skills to align PMOs with organizational strategies and enhance project management maturity.

Furthermore, this course prepares participants for Agile Project Management with Scrum certification, which sets it apart from other project management courses by offering an additional credential that validates their Agile project management skills and expertise.