

# CREATING THE PROJECT OFFICE

*A Manager's Guide to  
Leading Organizational Change*

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# Creating The Project Office A Managers Guide To Leading Organizational Change

**Craig J. Letavec, Dennis Bolles**



## **Creating The Project Office A Managers Guide To Leading Organizational Change:**

**Creating the Project Office** Randall L. Englund, Robert J. Graham, Paul C. Dinsmore, 2003-02-03 Creating the Project Office is written for managers who are searching for ways to transform their organizations into more effective and efficient project based workplaces As this important book reveals there is no more effective way to make that change than to create a project office tailored to the needs of the organization While a project office model leads to better products from projects it is also a vehicle for generating overall organizational change by transforming the organization from function based to project based This model incorporates projects into the very fabric of the organizational strategy and revitalizes organizations creates competitive advantage and increases shareholder value **Creating the project office** Randall L. Englund, 2003

The Complete Project Manager's Toolkit Randall Englund, Randall Englund MBA, BSEE, NPDP, CBM, Alfonso Bucero, Alfonso Bucero CSE, MSc, PMP, 2012-04 Here Are the Tools to Achieve Project Management Success Buy both The Complete Project Manager and The Complete Project Manager s Toolkit and save 18 at checkout by entering coupon code COMBO1 This companion to The Complete Project Manager provides the tools you need to integrate key people organizational and technical skills The core book establishes that success in any environment depends largely upon completing successful projects this book gives you the means and methods to meet that goal The hands on action oriented tools in this book will help you develop a complete set of skills the right set for you to excel in today s competitive environment The Complete Project Manager s Toolkit will enable you to implement the easy to understand universal powerful and immediately applicable concepts presented in The Complete Project Manager You may already be aware of what you need to do this book supplies the how through Assessments Checklists Exercises Examples of real people applying the concepts Use these tested methods to overcome environmental personal social organizational and business barriers to successful project management Although The Complete Project Manager can be used as a stand alone book it is designed to complement The Complete Project Manager Integrating People Organizational and Technical Skills *The PMOSIG Program Management Office Handbook* Craig J. Letavec, Dennis Bolles, 2011 This handbook developed by the Project Management Institutes Program Management Office Specific Interest Group PMOSIG provides practical guidance to the project Management and PMO community on a variety of topics in the areas of PMO Strategic and Tactical Management PMO Governance PMO Services PMO Set up and Execution and PMO Performance and Maturity It features insightful contributions from more than 20 subject matter experts successful practitioners distinguished authors and thought leaders with a variety of backgrounds and experiences from around the World The authors include best practices and case studies for successfully aligning PMOs to business objectives and delivering benefits ROI as well as numerous proven tools templates policies procedures standards methodologies and processes for successfully developing and managing PMOs and for expanding their scope of services **Creating an Environment for Successful Projects, 3rd Edition** Randall

Englund, Robert J. Graham, 2019-10-01 Now in its third edition this project management classic has been updated with an array of field tested tools to help upper management ensure the success of projects within organizations For over twenty years *Creating an Environment for Successful Projects* has been a staple for upper managers who want to help projects succeed This new edition includes case studies from companies that have successfully applied the approach along with practical tools such as templates surveys and benchmark reports for savvy leaders who want to ensure project success throughout their organizations The insights in this book will help management speed projects along instead of getting in their way All too often well intentioned managers put roadblocks in the team's way instead of empowering them with the tools they need to succeed This approach to project environments grounded in decades of research and practice will help you make your organization the most project friendly it's ever been Organizational changes rarely work unless upper management is heavily involved Although project managers are most closely responsible for the success of projects upper managers are the ones who ultimately create an environment that supports those projects The way upper managers define structure and act toward projects has an important effect on the success or failure of those projects and consequently the success or failure of the organization This book helps all managers understand the need for project management changes and shows how to develop project management as an organizational practice      *The Hands-On Project Office* Richard M. Kesner, 2003-12-18 Economic pressures have forced IT executives to demonstrate the immediate and calculable ROI of new technology deployments Unfortunately existing IT service delivery often drifts without serious thought as to how process improvements could lead to higher performance and customer satisfaction This volume offers processes techniques and tools that IT managers can use to improve the delivery of IT products and services This compendium details simple frameworks practical tools and proven best practices for successful IT project management By explaining how to streamline the functions that capture and report information about IT delivery the author clarifies roles responsibilities customer expectations and performance measures resulting in improved service and efficiency Emphasizing the establishment of processes that result in repeatable success the book provides quickly implementable solutions for IT personnel faced with the daily management of large complex systems      *The Project Management Office* Gerhard Ortner, Betina Stur, 2024-07-01 In project oriented companies Project Management Offices PMO play an important sometimes central role in aligning and efficiently directing the company's project management activities These result in organization specific structures with varied tasks functions and organizational frameworks The project management profession is subject to changes and new developments such as agile sustainability or new and evolving roles which present challenges for present and future PMO This book aims to provide a concise overview of the opportunities offered by PMO and the various implementation approaches The fourth edition has been expanded to include information on integrating AI technologies and project governance structures along with two additional case studies on PMO implementation      *Organizational Project Portfolio Management* Prasad

Kodukula,2014-06-17 We have implemented the methodology presented in this book and it s been very helpful to me The book presents numerous PPM tools for project selection project ranking data visualization etc and has case study exercises that are highly practical and helpful in illustrating how the methodology and tools presented in the book can be used It is a valuable tool for implementing portfolio management in any company in any industry Bea Swanepoel Portfolio Manager Anglo American plc Organizational Project Portfolio Management A Practitioner s Guide offers a generic practical methodology and tool kit to design build and manage a balanced portfolio at any level of the enterprise These techniques can be used irrespective of business industry where the portfolio management group is located within the organizational hierarchy or the type of projects contained Nominated for the PMI 2014 David I Cleland Project Management Literature Award *Proceedings of the XIV INTERNATIONAL SYMPOSIUM SYMORG 2014* Aleksandar Marković, Slađana Barjaktarović Rakočević,2014-06-05 Organizational Project Management Rosemary Hossenlopp,2010-06 Improve Your Business Results Through Organizational Project Management Organizational project management OPM aligns project deliverables with strategy Understanding this emerging process is essential for all stakeholders from the corporate sponsor to project team members OPM is a valuable new tool that can enhance your organization s successful execution of projects in alignment with strategic priorities Under the editorship of Rosemary Hossenlopp PMP ten contributors from around the globe representing a wide variety of industries offer valuable insights on how OPM can give any organization the competitive edge They discuss how to Improve business outcomes Better align project work with strategies Set priorities Organize project work Whether you direct projects fund projects or conduct project work Organizational Project Management Linking Strategy and Projects is vital to your understanding of this emerging business discipline **The Portable MBA in Project Management** Eric Verzuh,2003-07-21 Dies ist der Nachfolgetitel des erfolgreichen The Fast Forward MBA in Project Management von dem bislang ber 70 000 Exemplare verkauft wurden The Portable MBA in Project Management diskutiert die aktuellsten Themen im Projektmanagement und enth lt Beitr ge von allen f hrenden Autorit ten auf diesem Gebiet Die Beitr ge dieser Experten verkn pfen wichtige Ideen mit Originalmaterial und decken alle Trends alle Themen und alle Aspekte des modernen Projektmanagement ab Autor Eric Verzuh pr sentiert eine Vielzahl von erprobten Techniken f r das Managen einzelner Projekte und projektbasierter Unternehmen Hier erfahren Projektmanager wie sie die Kraft einzelner Projekterfolge miteinander verbinden k nnen um das Unternehmen so zu einem h heren Ma an Produktivit t und Reaktionsfreudigkeit im Kundenkontakt anzuspornen The Portable MBA in Project Management der umfassende Ratgeber f r erfolgreiches Projektmanagement und ein Muss f r jeden ambitionierten Projektmanager Eric Verzuh ist als Consultant f r f hrende internationale Unternehmen t tig darunter u a Adobe Boeing GE und Nordstrom *Creating an Environment for Successful Projects* Robert J. Graham,Randall L. Englund,2013-05-20 Since it was first published in 1997 Creating an Environment for Successful Projects has become a landmark work that shows how to develop project management as an

organizational practice This second edition offers solid results oriented advice on how upper management can create an environment that supports the success of special projects and the development of new products The book also includes a wealth of examples from the authors workshop participants and readers of the first edition who have successfully implemented these concepts within their organizations New in the second edition Ideas and practices about portfolio management to achieve greater overall success from a portfolio of projects Advice for helping project teams come together to become more effective Information for developing the chief project officer Suggestions for implementing project management information systems More descriptions about organizations and people who have used these principles to develop vastly improved environments      Right Projects Done Right Paul C. Dinsmore, Terence J. Cooke-Davies, 2005-10-24

The Right Projects Done Right reflects the advances that have been made since the concern for managing multiple projects in organizations first emerged more than a decade ago This book includes findings and solutions that address three vital questions Has the right portfolio of projects been chosen to ensure that company strategy is implemented successfully Have the right projects with the right scope been selected as candidates for the portfolio Are the projects managed well Dinsmore and Cooke Davies help managers answer these questions by providing them with the information they need to implement an enterprise wide project management environment      **Project Sponsorship** Randall L. Englund, Alfonso Bucero, 2006-04-27

Project Sponsorship which includes case studies checklists and action plans shows how project sponsors and project managers can develop the skills they need to manage successful projects Randall L Englund and Alfonso Bucero experts in the field of project management have written the definitive guide for educating all stakeholders in the nature of project sponsorship They describe in detail the responsibilities of the project sponsor from communications and liaison selection and training problem solving mentoring and feedback to the review of project execution The project sponsor and manager learn how to negotiate effectively with each other and the project team to achieve their commitments      **Project Management Office** Faiq M. Sarhan Al-Zwainy, Alaa M. Shalal, Mohammed A. AbdulQader, 2019-07-13

A Project Management Office abbreviated to PMO is a group or department within a business agency or enterprise that defines and maintains standards for project management within the organization The PMO strives to standardize and introduce economies of repetition in the execution of projects The PMO is the source of documentation guidance and metrics on the practice of project management and execution The Importance of this book can be considered a new addition to the fields of knowledge and beneficial for researchers in the academic field and engineers in the construction field In addition to make the project management office PMO as a part of the culture of the engineer in daily practice      The Complete Project Manager Randall Englund, Randall Englund MBA, BSEE, NPDP, CBM, Alfonso Bucero, Alfonso Bucero CSE, MSc, PMP, 2012-04

The Complete Project Manager Integrating People Organizational and Technical Skills is the practical guide that addresses the soft project management skills that are so essential to successful project program and portfolio management Through a storytelling approach the

authors explain the necessary skills and how to use them to create an environment that supports project success They demonstrate both the why and the how of creatively applying soft project management skills in the areas of leadership conflict resolution negotiations change management and more This guide has an accompanying workbook The Complete Project Manager's Toolkit sold separately [Handbook of Research on Project Management Strategies and Tools for Organizational Success](#) Moreno-Monsalve, Nelson Antonio, Diez-Silva, H. Mauricio, Diaz-Piraquive, Flor Nancy, Perez-Urbe, Rafael Ignacio, 2020-01-17 Project management tools can be used as an alternative to improve and strengthen a company's position in the market However the management of projects has been in constant transformation Elements such as time cost and scope on which it is based have been complemented with other trends such as the project team change management knowledge management good negotiation practices management of stakeholders sustainability etc In order to improve the competitiveness of their company and increase earned value managers must remain up to date on these latest transformations and best practices The Handbook of Research on Project Management Strategies and Tools for Organizational Success is a pivotal reference source that analyzes and disseminates new trends that will allow managers to improve their skills and strengthen the performance of their companies through obtaining better results in the projects undertaken While highlighting topics such as market growth risk management and value creation this book is ideally designed for project managers managers business professionals entrepreneurs academicians researchers and students seeking current research on improving the competitiveness of companies as well as increasing their earned value **The Wiley Guide to Project Control** Peter Morris, Jeffrey K. Pinto, 2010-09-29 Timely and accessible content on the traditional project management activities of control risk time and cost and quality and value The Wiley Guides to the Management of Projects address critical need to know information that will help professionals successfully manage projects in most businesses and help students learn the best practices of the industry They contain not only well known and widely used basic project management practices but also the newest and most cutting edge concepts in the broader theory and practice of managing projects This second book in the series explains the traditional project management activities of control risk time cost and quality The expert contributors show that project control represents more than the simple evaluation of project performance They detail the principles of project time and cost control and offer a detailed review of critical chain project management In addition they provide a framework for project performance measurement show how to make risk management more effective and tell how to improve quality management Touching on all of the fundamental levers of project control this book will prove to be a comprehensive owner's manual for project and team managers project team members engineers business consultants and all those involved in any aspect of project management Complete your understanding of project management with these other books in The Wiley Guides to the Management of Projects series The Wiley Guide to Project Organization Project Management Competencies The Wiley Guide to Project Technology Supply Chain Procurement

Management The Wiley Guide to Project Program Portfolio Management

### **The Encyclopedia of Operations**

**Management** Arthur V. Hill, 2012 This is the perfect field manual for every supply chain or operations management practitioner and student The field's only single volume reference it's uniquely convenient and uniquely affordable With nearly 1 500 well organized definitions it can help students quickly map all areas of operations and supply chain management and prepare for case discussions exams and job interviews For instructors it serves as an invaluable desk reference and teaching aid that goes far beyond typical dictionaries For working managers it offers a shared language with insights for improving any process and supporting any training program It thoroughly covers accounting customer service distribution e business economics finance forecasting human resources industrial engineering industrial relations inventory management healthcare management Lean Sigma Six Sigma lean thinking logistics maintenance engineering management information systems marketing sales new product development operations research organizational behavior management personal time management production planning and control purchasing reliability engineering quality management service management simulation statistics strategic management systems engineering supply and supply chain management theory of constraints transportation and warehousing Multiple figures graphs equations Excel formulas VBA scripts and references support both learning and application this work should be useful as a desk reference for operations management faculty and practitioners and it would be highly valuable for undergraduates learning the basic concepts and terminology of the field Reprinted with permission from CHOICE <http://www.cro2.org> copyright by the American Library Association

### **10 Steps to Successful**

**Project Management** Lou Russell, 2023-05-26 A crash course for effectively planning and managing timely organized projects 10 Steps to Successful Project Management features a structured methodology for delivering high quality projects on time Learn how to distinguish between a project and task build a convincing business case define project scope assess risks and constraints create a project plan collaborate on action items and measure and communicate results This title is an essential resource for anyone in any function of any business



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