



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Establishing and Managing a PMO

Custom Courses / Project Management, Monitoring and Evaluation

Unit Standard AATICD-0117 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to establish and manage a Project Management Office (PMO) within an organization. It covers the strategic role of the PMO, governance frameworks, and best practices for ensuring project alignment with business objectives. Participants will learn to design PMO structures, implement processes, and evaluate PMO performance to drive organizational success.

Category	Custom Courses
Subfield	Project Management, Monitoring and Evaluation
Unit Standard	AATICD-0117
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the strategic role and functions of a PMO in aligning projects with organizational goals.
- Design a PMO structure, including governance frameworks, processes, and resource allocation.
- Implement PMO processes for project selection, prioritization, and portfolio management.
- Evaluate PMO performance using key performance indicators and maturity models.
- Apply change management techniques to facilitate PMO adoption and stakeholder buy-in.
- Demonstrate the ability to manage PMO operations, including reporting, risk management, and quality assurance.

WHO SHOULD ATTEND

- This course is designed for project managers, senior project coordinators, and professionals responsible for establishing or overseeing a PMO.
- It is also suitable for executives and managers seeking to enhance project governance and delivery capabilities within their organizations.

COURSE OUTLINE

Day 1: Foundations of PMO

- Introduction to PMO concepts
- Types of PMOs: Supportive, Controlling, Directive
- PMO maturity models
- PMO vs. Project Management Office vs. Portfolio Office
- Business case for establishing a PMO
- Stakeholder identification and analysis
- PMO governance frameworks
- Case study: PMO implementation scenarios

Day 2: PMO Design and Setup

- PMO charter development
- PMO strategic alignment with organisational goals
- Process design: project intake, prioritisation, and approval
- PMO governance: steering committees and escalation paths
- Reporting frameworks: dashboards and KPIs
- Tool selection criteria for PMO software
- Template standardisation: project plans, risk registers, status reports
- Workshop: Drafting a PMO charter

Day 3: PMO Operations and Resource Management

- Portfolio management: prioritisation, balancing, and optimisation
- Resource management: skills matrix, allocation, and levelling
- Performance monitoring: earned value management, variance analysis
- Benefits realisation management
- Communication management: status meetings, newsletters, intranet
- Stakeholder engagement strategies
- Risk management at portfolio level
- Practical exercise: Resource capacity planning

Day 4: PMO Maturity and Continuous Improvement

- PMO maturity assessment (e.g., P3M3, OPM3)
- Gap analysis and improvement roadmap
- Lessons learned processes and repositories
- Knowledge management: communities of practice, wikis
- Change management principles for PMO adoption
- Building a PMO culture of continuous improvement
- Benchmarking and best practices
- Workshop: Maturity assessment simulation

Day 5: PMO Leadership and Integration

- PMO leadership: coaching, influencing, and conflict resolution
- Integration with finance, HR, IT, and operations
- Demonstrating PMO value: ROI, metrics, and success stories
- Scaling PMO: enterprise PMO, agile PMO, and hybrid approaches
- PMO challenges and pitfalls

- Future trends: AI in project management, remote PMO
- Final assessment and action planning
- Course wrap-up and Q&A;

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0117) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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