

PMO architecture

1. Program Architecture



- Steering group
- Program office
- Work-streams
- Enablers

2. Prioritisation



- Projects ranked based on implementation ease and benefit
- Quick wins implement priority
- Complex ones further planning

3. 100 Day Planning



- Overall timeline
- Work-stream definition
- Milestones
- Sequencing of activities

4. Project Charters



- Project owners
- Goals and targets
- Interdependencies
- Risks

5. Work Stream Summaries



- “Always Live” document
- Forms basis for project review
- Shows how projects link into a work-stream

6. Project Review Cycles



- Fixed weekly review
- Program office review
- Steering group review
- Other stakeholders review

7. Work Stream Tracking



- Projects at risk requiring action
- Delayed- effort to bring on track
- Completed and yet to start projects

8. Joint Ownership



- Ensure knowledge transfer
- Full handover of projects to client team to maintain sustained momentum

PMO approach structure

Design for Implementation				Implementation
Module	Establish PMO and workstreams		Manage reporting framework and cadence	Institutionalize PMO process
Key Steps	Define steering committee	Initiate and drive workstreams		Build PMO capabilities
	Identify PMO team	WS 1	Strategic alignment	
		WS 2	Human centricity	
	Identify workstreams and sub projects	WS 3	Performance orientation	Run pilot
		WS 4	R&D and innovation	
	Assign PMS to workstreams	WS 5	Sales and marketing excellence	Full handover of projects to client team to maintain sustained momentum
		WS 6	Customer centricity	
	Develop project charters	WS 7	Operational excellence	
WS 8		Cost excellence		
			Develop review and monitoring mechanism	
			Define traffic light system to track progress	
			Monitor progress across work streams	
			Highlight bottlenecks and mitigate risks	
			Schedule review meetings	
			Escalate strategic and high level issues	