



One of the first challenges in creating a PMO is deciding on the right qualities the leader of your Project Management Office (PMO) should possess. This individual will be a crucial factor to the success of your PMO and should not be taken lightly. This important role includes mentoring project leaders in their communications with major stakeholders for individual projects, communicating major project summaries to the organization's project and/or IS steering committee on a regular basis, ensuring adherence to a project management methodology and helping to improve processes, procedures and standards based on historical information and lessons learned.

#### Project Management Director Job Responsibilities:

- Provides services including planning, scheduling, cost-estimating and risk assessment to the company's portfolio of projects
- Assists senior management in ranking potential projects in terms of their expected contribution to meeting organizational goals and/or government mandated requirements
- Serves as the owner of the organization's project management methodology
- Gauges the current perception of project management within the organization; works to raise awareness of the value of collaborative practices from project selection through project closing
- Provides summarized status for major projects to the executive team
- Works with individual project managers/leaders to ensure the organization's project management methodology is understood and followed, and helps the project team understand specific organizational goals their project is expected to achieve
- Participates in discussions regarding evaluation of potential projects; gains understanding of the organization's strategic goals to support project selection
- Assists project managers with initial set-up of their project website and project profile (i.e. communication plan, risk management plan, project charter)
- Participates in project status meetings with the project manager (PM) and stakeholders to ensure project is on schedule, budget and scope
- Oversees all the PM's who are responsible for major implementation or process improvement activity. May have direct administrative responsibility or may work with the team under a matrixed structure
- Works with individual project leaders to ensure project stakeholders are identified and that a communication process with them has been implemented, in accordance with the organization's project management methodology

- Establishes and maintains a lessons-learned database from completed projects, to serve as a guide to future projects
- In general, mentors project managers regarding organizational project management practices
- May work directly or indirectly with project managers regarding planning of continuing education or certification needs

Experience:

- Minimum three years serving as a project manager in the same or related industry
- Familiarity with communicating to senior management and major project stakeholders
- Ability to supervise the work of other project managers or project leaders
- Familiarity with using a centralized project documentation process or project web site (end user perspective, not as the technical owner)
- PMP (Project Management Professional) designation desired but not required
- Minimum educational requirement: 4 year bachelor degree
- Familiarity with best practices for project management in accordance with such organizations as the Project Management Institute®

VCS can help your enterprise through establish the foundation of a PMO through our project management collaborative software called PMO JumpStart. This methodology, based on Microsoft Sharepoint Services®, provides documented descriptions of activities, templates and documented expert advice. The JumpStart software is designed for an easy implementation via your intranet, with the ability to change and update as your organizations PMO grows.

For the complete article or further information, please contact VCS at 610-444-1233 or [vcs@getvitalized.com](mailto:vcs@getvitalized.com).