

# PROGRAMME MANAGEMENT OFFICE

Is your programme organised for success?

How do you know if you have the right controls in place?

## Exert control

Delivering Programmes is 20% inspiration and 80% perspiration. The Programme Office ensures that programme teams are sweating over the right things; it has very little to do with inspiration. The Programme Management Office (PMO) is the engine room of any successful programme of change.



A core requirement to ensure the effective delivery of any change programme or project is a skilled, effective and well-drilled PMO. LOC has long recognised the need to deploy a specialist team to meet this need. To deliver an effective PMO requires:

- core skills in planning, support and time and cost management;
- a good understanding of the end-to-end delivery process;
- an approachable attitude with an ability to work at the detailed level, whilst maintaining the big picture;
- the ability to resolve the latest crisis whilst maintaining the focus on routine tasks;
- judgement on when to chase, when to stand back and when to escalate.

## LOC provides the following...

### Requirements Definition

Business requirements are the measurable statement of intent about a planned business change. LOC works with you to identify the drivers for change and documents the business requirements to enable agreement by stakeholders across the board.

### Change Control

When a change to agreed Business Requirements is proposed and that change impacts the project cost or timescales, LOC implements and manages the change control procedure. This process reduces the likelihood of unexpected additional cost and keeps the project on track.

### Programme Healthcheck

A review is carried out to give the Sponsor confidence that the Programme or Project can deliver the agreed business benefits within the agreed time and resource constraints