3.1 PMO Framework and Tools Checklist

Table 1-1 provides a checklist of the minimum interfaces and tools necessary for successful PMO execution. If these capabilities do not exist, the project managers will encounter difficulties satisfying their statusing and reporting requirements.

Check Item	Interface or Tool	Description
☐	PMO Overview	This is a set of instructions for defining and using the tools available to PMO, business units and project management personnel. Too often, this critical information dissemination is overlooked in many organizations.
☐	Funding Sources	Identifies the funding source and dollar value of all projects, and in some organizations will identify the types of funding, for example, capital vs. expense.
☐	Project Staffing/ Responsibilities	Identifies personnel assigned and their role in each project.
☐	Business Units/ Stakeholders	Identifies the business units, key personnel, and the stakeholders who will approve each project.
☐	PMM/SDLC Documents	This is the well documented Program Management Methodology (PMM) employed by the company including templates and documents utilized in the System Development Life Cycle (SDLC) available for downloading by the business analysts and project managers.
☐	Work Process Flow/ Approvals	Provides a mechanism for process work flow and approval for each document in the life cycle (example: with the automated use of SharePoint), with appropriate alerts and notifications when approvals are delinquent.
☐	Enterprise Architecture	Project designs must be reviewed by the enterprise architecture organization to ensure compatibility with long-term strategic and architecture goals, and as a repository for all standards (such as screen design or coding standards).
☐	Project Issues	A list of project issues, with associated status, can be assessed by the project managers and business units and updated by the project managers.
☐	Project Risks	Project risks can be identified and addressed by the project managers and business units and updated by the project managers.
☐	Project Dependencies/Interfaces	Separate lists of project dependencies and interfaces are necessary for collaboration and actions between project managers, ensuring that these items are readily traceable.
☐	Executive Management Reporting	To ensure project success, frequent and concise project status updates to executive and senior IT management, from data provided by individual project managers, is critical. This capability must include the ability to generate flexible and customizable reports to satisfy senior management and PMO on-demand requests.

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