



CHECKLIST

10 Vital Success Factors for a PMO

FACTOR	SUCCESS
1 Backing from management	➤ Backing from top management smooths the way during setup.
2 Organizational position	➤ Right position in organizational hierarchy provides necessary weight in perception.
3 Clear designation of responsibilities and competencies	➤ Clearly defined goals and competencies prevent misunderstandings.
4 Choose only qualified PMO staff	➤ Only individuals suited to the job will obtain the necessary acceptance.
5 Produce quick successes	➤ Quick, small successes will increase acceptance and create trust.
6 Document progress regularly	➤ Regular demonstration of the progress made will prove the added value of the PMO.
7 Promote transparency within the company	➤ Increased transparency will expose weakness.
8 Ensure communication between all parties	➤ Good communication makes for a common understanding and a comprehensible approach.
9 Obtain the project managers' trust	➤ The right support will create trust and acceptance in all roles involved.
10 Do not start with too many areas of responsibility	➤ Extending responsibilities gradually will support acceptance.