

PROJECT MANAGEMENT | COURSE BROCHURE

PMO Setup and Maturity Development

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

A project management office can raise delivery performance across an organisation or become a reporting bureaucracy. This course shows how to design or reset a PMO that adds value: choosing the right PMO type, defining services, setting standards and tools, building reporting, developing project capability and measuring PMO maturity and value.

Many PMOs are closed within a few years because leaders cannot see their value. You will learn to build a PMO that executives want to keep.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

PMO design workshops, maturity assessments, case studies of PMO success and failure, and service catalogue development.

Course objectives

By the end of this course, participants will be able to:
• Explain PMO types and functions
• Assess project management maturity
• Design PMO services and operating model
• Establish standards, templates and tools
• Create meaningful portfolio reporting
• Measure and communicate PMO value

Target audience

This course is suitable for:
• PMO managers and staff
• Portfolio and programme managers
• Senior managers sponsoring PMOs
• Project managers moving into PMO roles
• Transformation leaders



Course content

Target competencies

Participants will develop competencies in:

- PMO design
- Maturity assessment
- Standards development
- Portfolio reporting
- Value demonstration

Course outline

Day 1: The PMO Landscape

09:00–10:08	Types of PMO
10:08–11:00	Why PMOs fail
11:00–11:30	**Coffee break**
11:30–11:45	Why PMOs fail (continued)
11:45–12:53	Stakeholder expectations
12:53–14:00	Exercise: PMO purpose

Day 2: Maturity Assessment

09:00–10:08	Maturity models
10:08–11:00	Assessing current state
11:00–11:30	**Coffee break**
11:30–11:45	Assessing current state (continued)
11:45–12:53	Target state
12:53–14:00	Workshop

Day 3: Designing Services

09:00–10:08	Service catalogue
10:08–11:00	Operating model and staffing
11:00–11:30	**Coffee break**



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11:30–11:45	Operating model and staffing (continued)
11:45–12:53	Standards and tools
12:53–14:00	Exercise: service design

Day 4: Reporting and Capability

09:00–10:08	Portfolio dashboards
10:08–11:00	Project manager development
11:00–11:30	**Coffee break**
11:30–11:45	Project manager development (continued)
11:45–12:53	Communities of practice
12:53–14:00	Case study

Day 5: Demonstrating Value

09:00–10:08	PMO metrics
10:08–11:00	Executive communication
11:00–11:30	**Coffee break**
11:30–11:45	Executive communication (continued)
11:45–12:53	Roadmap
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Rome Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Cape Town Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Dubai Confirmed dates	1 Mar 2027	5 Mar 2027	**£3,150.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Vienna Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,940.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Vienna Confirmed dates	3 May 2027	7 May 2027	**£2,940.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	17 May 2027	21 May 2027	**£2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Barcelona Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,840.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Dubai Confirmed dates	28 Jun 2027	2 Jul 2027	**£3,150.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Cape Town Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,890.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
London Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,840.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,650.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Dubai Confirmed dates	25 Oct 2027	29 Oct 2027	**£3,150.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,540.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Frankfurt Confirmed dates	29 Nov 2027	3 Dec 2027	**£2,650.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online