

PMO IMPLEMENTATION AT TOTAL TECHNOLOGIES PRIVATE LIMITED



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03-398221-007 MUHAMMAD AHMAD

03-398231-006 MUHAMMAD RIZWAN

Course Instructor: Mr. AHSAN MAQBOOL

Department of Management Sciences
Bahira University, Lahore Campus

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APPROVAL FOR EXAMINATION

Student Name: Muhammad Ahmad

Registration No: 03-398221-007

Student Name: Muhammad Rizwan

Registration No: 03-398231-006

Program of Study: Master of Science in Project Management

Project Title: PMO Implementation in Total Technologies Private Limited.

It is to certify that the above student's project has been completed to my satisfaction and, to my belief, its standard is appropriate for submission for examination. I have also conducted a plagiarism test of this thesis using HEC-prescribed software and found a similarity index _____ % that is within the permissible limit set by the HEC for the MS degree thesis. I have also found the project in a format recognized by the BU.

Course Instructor's Signature: _____

Date: _____

Name: _____

DECLARATION

We hereby declare that this project report is based on our original work except for citations and quotations which have been duly acknowledged. We also declare that it has not been previously and concurrently submitted for any other degree or award at Bahria University or other institutions.

Enrolment	Name	Signature
03-398231-006	Muhammad Rizwan	
03-398221-007	Muhammad Ahmad	

Date: January 14, 2024

DEDICATION

Specially dedicated to
my parents and teachers
(Muhammad Rizwan)
my parents and teachers
(Muhammad Ahmad)

ACKNOWLEDGEMENTS

We would like to thank everyone who contributed to the successful completion of this project. We would like to express our gratitude to my research supervisor, Mr. Ahsan Maqbool, for his invaluable advice, guidance, and his enormous patience throughout the development of the research.

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Muhammad Ahmad

Muhammad Rizwan

ABSTRACT

The project report consists of a detailed summary of setting up a new PMO function as well as improvement against gaps identified in the Total Technologies Pvt. Ltd. Lahore. The organization selected is one of the emerging organizations in medical-equipment industry in Pakistan.

1. **Rationale for establishing a PMO:** The document explains the reasons for creating a PMO in the organization, such as improving project success rates, increasing project visibility and control, enhancing resource utilization, and standardizing project management processes and methodologies.
2. **Structure and scope:** It outline the organizational structure of the PMO, including the reporting lines and key roles within the team. The document also defines the PMO's scope of work, which can encompass project portfolio management, project management methodology development, project performance reporting, and project governance.
3. **Roles and responsibilities:** This section details the various roles and responsibilities within the PMO, including the PMO director, project managers, project coordinators, and support staff. It explains the expectations and accountability of each role in ensuring successful project delivery.
4. **Deliverables and milestones:** The document provides an overview of the deliverables and milestones that the PMO will be responsible for, such as project charters, project plans, risk management plans, and project status reports. It sets clear expectations for the quality and timeliness of these deliverables.
5. **Governance and alignment:** This section explains how the PMO will align with the organization's overall governance structure and strategic objectives. It defines the decision-making processes, escalation procedures, and reporting requirements that will be followed within the PMO.

6. **Implementation strategy:** The document outlines the proposed implementation strategy for the PMO, including the steps to be taken, the timeline for implementation, and the resources required. It also addresses potential challenges and risks associated with implementation and provides mitigation strategies.
7. **Types and functions:** This section describes the different types of PMOs that can be established, such as project-focused, program-focused, or enterprise-wide. It provides an overview of the functions that the PMO can perform, such as project portfolio management, project methodology development, and project management training.
8. **Level of support:** The document explains the level of support that the PMO will provide to project teams, stakeholders, and executives. It outlines the resources and tools that will be made available, such as project management software, templates, and training programs.
9. **Maturity assessment:** The document includes a maturity assessment for the PMO, which evaluates its current capabilities and performance against industry best practices. It provides recommendations for improving the PMO's maturity level and advancing its effectiveness.
10. **Benefits for the organization and stakeholders:** The document concludes by highlighting the benefits that the PMO can bring to the organization and its stakeholders, such as improved project success rates, enhanced project visibility and control, increased resource utilization, and standardized project management practices.

Overall, the document serves as a comprehensive guide to understanding the PMO's purpose, structure, roles, responsibilities, and benefits, providing a clear roadmap for implementation and success.

Total Technologies Private Limited is a growing organization in the field of medical equipment and is facing some gaps and challenges of projects completion, such as penalties due to late delivery, supply chain issues, untrained staff, lack of monitoring & evaluation, etc. to address these issues, we have proposed a support PMO model.

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