



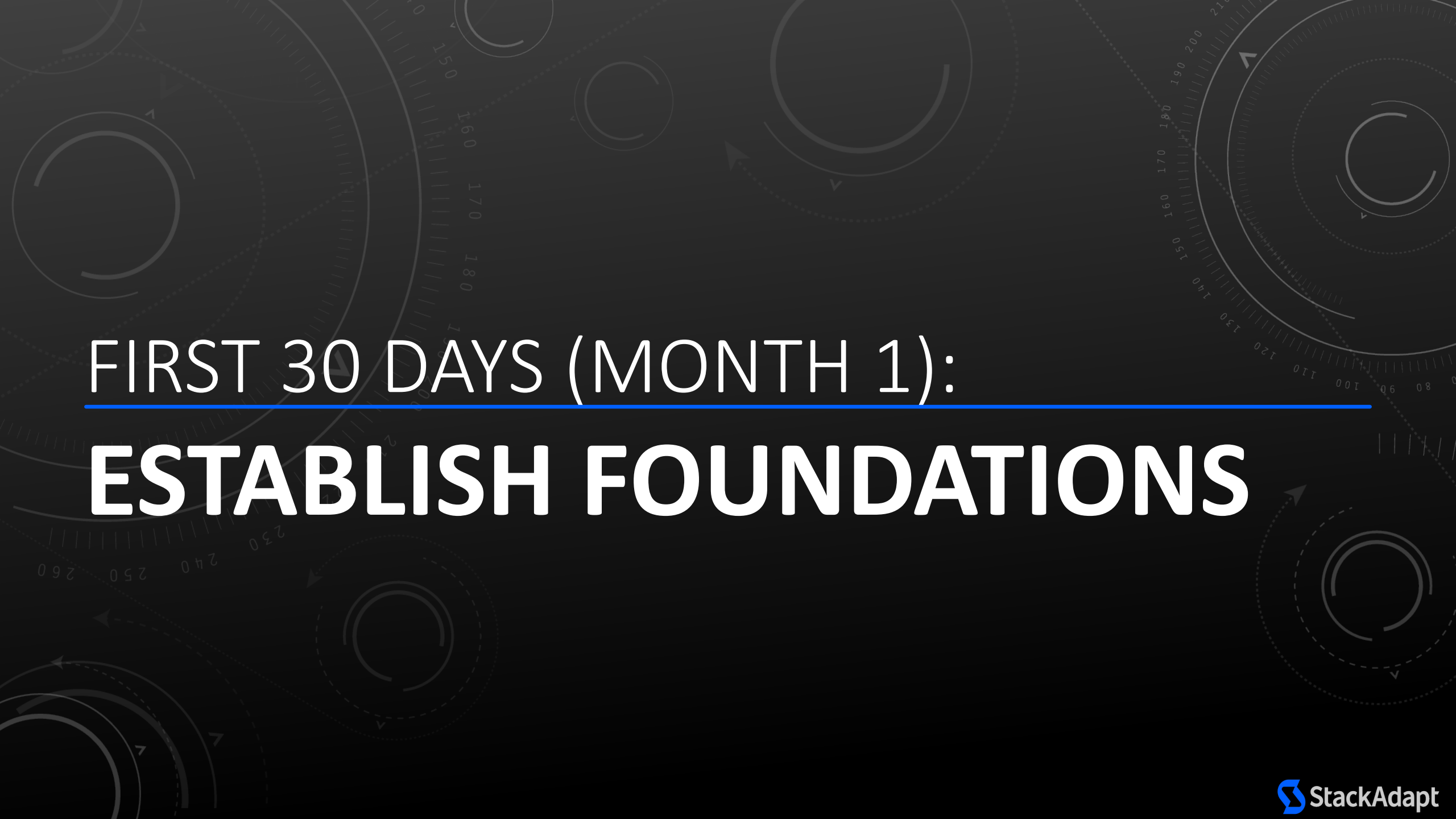
StackAdapt

30-60-90 DAY

PMO INITIATION PLAN

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FIRST 30 DAYS (MONTH 1):

ESTABLISH FOUNDATIONS

DAYS 1-10: ASSESS

- ✓ **MEET STAKEHOLDERS:** LEARN “WHO’S WHO IN THE ZOO” & INITIATE MEETINGS WITH CROSS-FUNCTIONAL LEADERS TO UNDERSTAND EXPECTATIONS, CHALLENGES, AND PROJECT NEEDS.
- ✓ **TEAM ASSESSMENT:** EVALUATE THE EXISTING PMO TEAM'S SKILLS, STRENGTHS, AND AREAS FOR IMPROVEMENT.
- ✓ **DOCUMENTATION REVIEW:** EXAMINE CURRENT PMO METHODOLOGIES, PROCESSES, AND PROJECT PORTFOLIOS.
- ✓ **COMMUNICATION:** UNDERSTAND & ESTABLISH REGULAR COMMUNICATION CHANNELS WITH THE TEAM, FOSTERING AN OPEN-DOOR POLICY.
- ✓ **ASSESS CURRENT PROJECTS:** CONDUCT A THOROUGH REVIEW OF ONGOING PROJECTS, IDENTIFYING RISKS AND OPPORTUNITIES.
- ✓ **IDENTIFY QUICK WINS:** SPOT LOW-HANGING FRUITS FOR QUICK IMPROVEMENTS TO DEMONSTRATE EARLY VALUE.

DAYS 11-20: TEAM

- ☑ **TEAM DEVELOPMENT:** IMPLEMENT TRAINING AND DEVELOPMENT PLANS FOR THE PMO TEAM, ALIGNING WITH THEIR CAREER GOALS.
- ☑ **STAKEHOLDER ALIGNMENT:** CONTINUE DISCUSSIONS WITH CROSS-FUNCTIONAL LEADERS TO ENSURE ALIGNMENT WITH PMO GOALS.
- ☑ **KPIS AND METRICS:** DEFINE KEY PERFORMANCE INDICATORS (KPIS) FOR MEASURING PROJECT SUCCESS AND PMO EFFICIENCY.
- ☑ **PROCESS REFINEMENT:** BEGIN STREAMLINING AND OPTIMIZING PMO PROCESSES FOR EFFICIENCY GAINS.
- ☑ **TECHNOLOGY ASSESSMENT:** REVIEW EXISTING PMO TOOLS AND SYSTEMS FOR POTENTIAL IMPROVEMENTS OR UPGRADES.
- ☑ **COMMUNICATION PLAN:** DEVELOP A COMPREHENSIVE COMMUNICATION PLAN FOR REGULAR STATUS UPDATES.

DAYS 21-30: 13. ALIGNMENT

- ☑ **PRESENTATION:** PRESENT FINDINGS, QUICK WINS, AND THE PMO VISION TO EXECUTIVE LEADERSHIP. **STAKEHOLDER FEEDBACK:** GATHER FEEDBACK FROM STAKEHOLDERS ON PROPOSED IMPROVEMENTS.
- ☑ **RESOURCE ALLOCATION:** ASSESS RESOURCE CAPACITY FOR UPCOMING PROJECTS.
- ☑ **RISK MITIGATION:** DEVELOP A PLAN TO ADDRESS IDENTIFIED PROJECT RISKS.
- ☑ **PROJECT PRIORITIZATION:** INITIATE DISCUSSIONS ON PROJECT PRIORITIZATION AND ALIGNMENT WITH EXECUTIVE OKRS.
- ☑ **CHANGE MANAGEMENT PLAN:** BEGIN CRAFTING A CHANGE MANAGEMENT PLAN FOR FORTHCOMING PMO IMPROVEMENTS.
- ☑ **30-DAY REVIEW:** CONDUCT A COMPREHENSIVE REVIEW OF PROGRESS AND ADJUST THE PLAN AS NECESSARY.

DAYS 31-60 (MONTH 2):

IMPLEMENTATION & OPTIMIZATION

DAYS 31-60 (MONTH 2): IMPLEMENTATION & OPTIMIZATION

- ✓ **TEAM DEVELOPMENT:** CONTINUE TRAINING AND MENTORSHIP PROGRAMS FOR THE PMO TEAM.
- ✓ **PROCESS OPTIMIZATION:** IMPLEMENT PROCESS IMPROVEMENTS BASED ON THE INITIAL REVIEW.
- ✓ **TOOL UPGRADES:** UPGRADE OR INTRODUCE NEW PMO TOOLS AND SYSTEMS AS NEEDED.
- ✓ **CHANGE MANAGEMENT:** INITIATE ROLL OUT CHANGE MANAGEMENT STRATEGIES FOR ONGOING PMO IMPROVEMENTS.
- ✓ **PROJECT PRIORITIZATION:** COLLABORATE WITH CROSS-FUNCTIONAL LEADERS TO PRIORITIZE AND INITIATE KEY PROJECTS.
- ✓ **KPI TRACKING:** INITIAL CHANGES IN TRACKING KPIS AND METRICS TO MEASURE PROJECT SUCCESS.
- ✓ **EXECUTIVE REPORTING:** IMPLEMENT REGULAR REPORTING TO EXECUTIVE LEADERSHIP ON PMO PROGRESS.
- ✓ **MID-REVIEW:** CONDUCT A MID-60-DAY REVIEW TO ASSESS PROGRESS AND ADDRESS ANY CHALLENGES.

DAYS 61-90 (MONTH 3):

CONTINUOUS IMPROVEMENT & STRATEGY

DAYS 61-90 (MONTH 3): CONTINUAL IMPROVEMENT AND STRATEGY

- ✓ **TEAM EMPOWERMENT:** ENCOURAGE TEAM AUTONOMY AND INNOVATION, FOSTERING A CULTURE OF CONTINUOUS IMPROVEMENT.
- ✓ **PROCESS REFINEMENT:** FINE-TUNE PMO PROCESSES BASED ON REAL-TIME IN-FLIGHT PERFORMANCE & FEEDBACK.
- ✓ **PROJECT EXPANSION:** EXPAND THE PORTFOLIO OF PROJECTS, ENSURING ALIGNMENT WITH EXECUTIVE OKRS.
- ✓ **STAKEHOLDER ENGAGEMENT:** CONTINUE TO ENGAGE WITH STAKEHOLDERS AND REFINE ALIGNMENT WITH ORGANIZATIONAL OBJECTIVES.
- ✓ **CHANGE MANAGEMENT EXECUTION:** EXECUTE CHANGE MANAGEMENT PLANS FOR ONGOING PMO IMPROVEMENTS.
- ✓ **BUDGET ALIGNMENT:** ENSURE IT COST CENTER BUDGETS ALIGN WITH PROJECT NEEDS AND FORECAST ACCORDINGLY.
- ✓ **END-OF-90-DAY REVIEW:** SUMMARIZE ACHIEVEMENTS AND OUTLINING THE PMO'S STRATEGIC DIRECTION.

CONCLUSION

- This very HIGH LEVEL 30-60-90 day plan provides a structured approach to establish a strong foundation, optimize processes, and drive project success. It emphasizes team development, communication, stakeholder alignment, and ongoing improvement to fulfill key objectives and deliver value to the organization.