Advanced IT PMO and Portfolio Management Strategy Training Course



02 - 06 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #IT5689_158035

Course Introduction / Overview:

This comprehensive training course provides a deep dive into the critical functions of establishing, managing, and optimizing an Information Technology Project Management Office (PMO) and its associated project portfolio. In today's fast-paced business environment, a purely administrative PMO is no longer sufficient. This program, offered by BIG BEN Training Center, is designed to transform your PMO into a strategic asset that drives business value and ensures alignment between IT initiatives and corporate objectives. We will explore the principles laid out by thought leaders like Dr. Harold Kerzner in his seminal work, "Project Management: A Systems Approach to Planning, Scheduling, and Controlling," adapting them to the specific challenges of IT governance and portfolio management. Participants will learn not just the "how" of setting up a PMO, but the "why" behind strategic portfolio decisions, mastering techniques for prioritization, resource allocation, risk mitigation, and benefits realization. This course moves beyond theoretical concepts to provide a practical, actionable framework for building a high-performing, value-driven IT PMO that can navigate complexity and deliver measurable results, ensuring that every project contributes directly to the organization's strategic goals.

Target Audience / This training course is suitable for:

- IT Directors and Managers.
- PMO Managers, Leads, and Staff.
- Project, Program, and Portfolio Managers.
- Senior Project Controllers and Coordinators.
- IT Governance and Strategy Professionals.
- Business Analysts and Systems Analysts.
- Heads of Departments involved in IT projects.
- Consultants specializing in project and portfolio management.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceutical Industries.
- Government Agencies and Public Sector Organizations.
- Engineering, Construction, and Manufacturing.
- Consulting and Professional Services Firms.
- Retail and Consumer Goods.
- Energy and Utilities.

Target Organizations Departments:

- Information Technology (IT) Department.
- Project Management Office (PMO).
- Strategy and Corporate Planning.
- Operations and Business Units.
- Finance and Budgeting Departments.
- Research and Development (R&D).
- Quality Assurance and Compliance.

Course Offerings:

By the end of this course, the participants will have able to:

- Design and implement a tailored PMO charter and governance framework.
- Assess PMO maturity levels and develop a roadmap for improvement.
- Align IT project portfolios with overarching business strategies and objectives.
- Master techniques for project selection, prioritization, and balancing the portfolio.
- Develop and implement robust portfolio risk management strategies.
- Establish key performance indicators (KPIs) to measure PMO and portfolio value.
- Optimize resource allocation and capacity planning across the entire portfolio.
- Enhance stakeholder communication and reporting for greater transparency.
- Lead the integration of Agile and hybrid methodologies within the PMO structure.
- Champion the PMO as a center of excellence and a strategic business partner.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, interactive, and highly practical, ensuring that participants can immediately apply their learning in a real-world context. We move beyond traditional lectures to create a dynamic learning environment built on a foundation of active participation. The course heavily utilizes case studies drawn from various industries, allowing participants to analyze complex scenarios, debate solutions, and understand the practical challenges of PMO setup and portfolio management. Collaborative group exercises and workshops are a core component, fostering teamwork and enabling participants to build PMO charters, develop prioritization models, and conduct portfolio risk assessments in a simulated environment. Interactive sessions, facilitated by our expert instructors, encourage open discussion, knowledge sharing, and peer-to-peer learning. Role-playing activities will be used to practice crucial skills like stakeholder negotiation and executive reporting. Continuous feedback is provided throughout the course, ensuring a deep and lasting understanding of the concepts. This hands-on, blended approach guarantees that participants leave not just with knowledge, but with the confidence and skills to drive strategic change within their organizations.

Course Agenda (Course Units):

Unit One: Foundations of the Strategic IT PMO

- The evolution of the PMO from an administrative to a strategic entity.
- Defining PMO types: Supportive, Controlling, and Directive.
- Assessing organizational readiness and defining the PMO vision and mission.
- Developing a compelling business case and charter for the PMO.
- Understanding PMO maturity models (PMMM) and their application.
- Aligning the PMO with corporate strategy and IT governance frameworks like COBIT.
- Identifying key PMO stakeholders and developing an engagement plan.

Unit Two: Designing and Implementing the PMO Framework

- Establishing a robust PMO governance structure and processes.
- Defining PMO roles, responsibilities, and required competencies.
- Developing standardized project management methodologies (Waterfall, Agile, Hybrid).
- Creating essential PMO templates, tools, and documentation.
- Implementing a PMO communication plan for maximum impact.
- Managing the organizational change associated with PMO implementation.
- Launching the PMO and planning for the first 90 days of operation.

Unit Three: Introduction to IT Portfolio Management

- Distinguishing between project, program, and portfolio management.
- The strategic importance of IT portfolio management (PPM).
- Linking business strategy to portfolio creation and management.
- Identifying and categorizing portfolio components (e.g., run, grow, transform).
- Establishing the portfolio governance body and its charter.
- Defining the portfolio management lifecycle and key decision gates.
- The role of the PMO in facilitating the portfolio management process.

Unit Four: Portfolio Management Processes and Techniques

- Developing criteria for project evaluation, selection, and prioritization.
- Applying financial and non-financial models for portfolio balancing.
- Mastering resource capacity planning and demand management.
- Implementing a comprehensive portfolio-level risk management process.
- Monitoring and controlling portfolio performance against strategic goals.
- Developing portfolio dashboards and reports for executive leadership.
- Techniques for portfolio optimization and strategic realignment.

Unit Five: Advanced Topics and Sustaining PMO Value

- Measuring and communicating the value of the PMO and the portfolio.
- Developing and tracking benefits realization plans for projects.
- Selecting and implementing PMO and PPM software tools.
- The role of the Agile PMO and value stream management.
- Fostering a culture of continuous improvement within the PMO.
- Navigating PMO politics and advanced stakeholder management.
- Future trends in PMO and portfolio management.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can a PMO effectively balance the need for standardized governance and control with the flexibility required to support agile and innovative projects within the same portfolio?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by offering a uniquely integrated and strategic perspective that bridges the often-separate disciplines of PMO setup and portfolio management. While many programs focus on the mechanics of one or the other, this training course emphasizes their symbiotic relationship, teaching participants how to build a PMO that serves as the engine for strategic portfolio execution. We move beyond mere process and tool-based instruction to cultivate a strategic mindset, focusing on how to align every IT initiative with core business objectives to deliver measurable value. The curriculum is built on a foundation of practical application, using real-world case studies and interactive workshops that challenge participants to solve complex problems. Rather than simply presenting theoretical models, we guide participants in adapting these frameworks to their specific organizational context. The course content is meticulously designed to empower leaders not just to manage projects, but to strategically shape and govern the entire portfolio of IT investments, ensuring they become indispensable partners in driving organizational success and competitive advantage.