

# PMO Service Map

- Interpret & Test Business Drivers
- Run Portfolio Analysis
- Plan/Publish Governance Agendas
- Lead Portfolio Discussion at Governance Meetings
- Update & Publish Prioritized Portfolio

Strategic Alignment

- Train PM's in Project Management Practices
- Provide Training in MS Project
- Coach & Mentor PM's
- Serve as Librarian for Project Management Process Assets

Support & Mentoring

- Establish Project Intake & Approval Processes
- Analyze Resource Demand
- Perform Capacity Planning
- Coordinate Cross-Functional Resource Requests
- Plan Project Staging
- Provide Project Online Admin
- Close & Archive Projects

Operational / Planning

- Define DTAS Project Management Standards
- Develop Reporting Standards
- Publish Project Metrics & Reports
- Conduct Audits for Compliance to PM Standards

Project Governance