EXERCISE 1: NEED DEFINITION EXERCISE

Instructions:

1. At your table, take 1-2 minutes each and describe your organization’s current IT project landscape. Do you have a PMO? Do you have problems that one might solve?

2. Select ONE school from the group and write down the problem(s) identified below.

Problem Statement:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

EXERCISE 2: VISION EXERCISE

Instructions:

1. Using your example from Exercise 1, go around the table and have each person describe one aspect of a “future state” that would solve the issues described.

2. Identify which of these aspects of the future state would be good candidates for being a “core element” of the vision statement. (Circle them in the list below).

3. Identify a statement of 1-2 sentences that captures each of the core values.

Future State Aspect List:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Vision Statement:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

EXERCISE 3: STRATEGY & PLAN EXERCISE

Instructions:

1. Using your example from exercise 1, identify 2 long term strategic goals that would define a successful PMO.
2. For each strategic goal, identify 2 short term tactical objectives that would support the strategy.
3. Finally, list 2-3 tasks per objective that would need to be completed for the objective to be achieved.
4. Fill your answers in using the Strategy Scorecard section of the worksheet below.
## Strategy Scorecard

<table>
<thead>
<tr>
<th>Long Term Strategy</th>
<th>Short Term Tactical</th>
<th>Specific Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>2.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>2.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>2.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
</tbody>
</table>
EXERCISE 4: JOURNEY EXERCISE

Instructions:

1. Using your example from exercise 1, work through the top-down flowchart below.
2. In each of the top 5 boxes, identify a major phase of the project lifecycle
3. Using the 3 boxes below, identify an activity involved in that phase
4. Once they are filled, identify ONE deliverable from each phase
5. Finally, circle any of the deliverables that would qualify as being a Tool that would apply across all or most projects of a similar nature.

Note: We are looking for labels, not descriptions of the activities and phases. 1-2 words

PM Lifecycle Flowchart
EXERCISE 5: FINAL EXERCISE

Instructions:

1. Using your example from exercise 1, identify 5 metrics you would use to report on your PMO's successes

1. ____________________________  2. ____________________________
3. ____________________________  4. ____________________________
5. ____________________________