Integrated Management Systems, Inc.

Project Management Office

IMSI's Project Management Office (PMO) services provide an immediate solution for companies to support their project teams with complete project management support without delay. Costs of developing and maintaining associated personnel, processes, and systems are also avoided.

Companies assemble project teams including their own project managers. The PMO assists each team to plan; manage issues and changes; and track and report progress. The PMO provides all team members and company managers worldwide with project reports that are easy-to-access, current, controlled, and secure. At a lower cost.

IMSI Support

Project team support.

- Develop and coordinate project scope, workplans, budgets, and resource plans.
- Provide liaisons with other sites and organizations; expedite supplier activities.
- Facilitate and document team meetings.
- Update workplans; perform impact analyses; prepare progress reports.
- Maintain issue/actions lists and change logs.

Proven, documented processes.

- Enhance existing company project management processes.
  - Incorporate customized PMO processes.
- Publish best practices and processes for team use and ISO/QS compliance.
- Train team members in processes and best practices.

Complete information systems.

- Near term, use existing company systems as practical.
  - Implement intra/internet-based project "bulletin board and e-rooms."
  - Complement with PMO systems.
- Long term, enhance existing company systems.
  - Improve company system integration data sharing systems.
  - Incorporate PMO system enhancements.
  - Expand bulletin board and e-rooms.

Benefits

Flexibility, performance.

- Provides full support to projects now.
- Expands/contracts with workload; available on/off site.
- Provides objective "third party" analysis to identify issues.
- Reduces confusion; adapts to existing organization, processes, and systems.
- Assures IS0/QS compliance and customer acceptance.

Reduced cost.

- Avoids costs of poor program management.
- Reduces personnel, process, and system development costs.
- Reduces costs of maintaining full-time PM support function.

PMI Project Management Institute R.E.P.