PMO ADVISORY

Setting up a PMO?

5 mistakes to avoid in the first 90 days, and what to do instead.



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Swipe →

Mistake 1 of 5

Starting with templates

Forms before purpose make a PMO look like bureaucracy.

BEFORE YOU START, ASK:

“What problem will this PMO solve first?”



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Mistake 2 of 5

No executive sponsor

Without a senior champion, PMO standards become optional.

BEFORE YOU START, ASK:

“Which executive will back the PMO when it is challenged?”



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Mistake 3 of 5

Trying to do everything at once

Reporting, training, tools and assurance, all in the first quarter.

BEFORE YOU START, ASK:

“Which two services will we deliver well this quarter?”



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Mistake 4 of 5

Measuring activity, not value

Counting reports produced instead of decisions improved.

BEFORE YOU START, ASK:

“How will leaders know the PMO made a difference?”



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Mistake 5 of 5

Buying a tool first

Software can't fix a process nobody has agreed.

BEFORE YOU START, ASK:

“Can we run the process in a spreadsheet before we buy a tool?”



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The fix

A 90-day start that earns trust

Days 1–30
Listen: find the real pain points

Days 31–60
Design: agree the mandate and two services

Days 61–90
Deliver: show the first quick wins

- **Agree the mandate with your sponsor** in writing.
- **Start with one portfolio view** and one reporting standard.
- **Show a visible quick win** within 90 days.
- **Expand services every quarter** as trust grows.

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YOUR TURN

What should a new PMO offer first?

Reporting, governance, training or tools? Tell us in the comments.

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