



Are your programs, projects, and operations aligned with organizational strategic objectives?

## Portfolio, Program, and Project Management

The pace of change in today's Business 4.0 world challenges organizations of all sizes. Strategic portfolio management informed by effective program and project management are crucial capabilities enabling organizations to achieve strategic goals and objectives.

If you have made the investment to establish a Program Management Office, but are now considering disbanding it, you are not alone. Change Essentials will conduct an independent assessment of your current systems, processes, and staff and collaborate with you to develop an improvement plan. We also provide strategic portfolio management and program management implementation services as well as a number of other services designed to increase employee engagement, develop high functioning teams, and successfully guide your organization through the associated change management process.

### Characteristics of underperforming PMOs









- 🐛 Executives not fully committed to PMO
- 🐛 Poor capacity management and organizational alignment
- 🐛 Inexperienced PMO staff
- 🐛 Lack of metric-based approach and perceived value
- 🐛 Overly bureaucratic

25% of PMOs shut down after one year, 50% after two years, and 75% after three years because it has not delivered the intended value.

### What are typical outcomes of an assessment?

- 🐛 Independent assessment of strengths and weaknesses
- 🐛 Improvement roadmap
- 🐛 Enhanced organizational alignment
- 🐛 Greater awareness of staff perceptions and capabilities
- 🐛 Increased knowledge of industry best practices

## Assessment Service

	Launch	Data Gathering	Analysis	Validate Findings	Action Planning
					
<b>Task Name</b> 	<ul style="list-style-type: none"> <li>Meet with sponsor</li> <li>Draft initiative launch e-mail</li> <li>Review organizational documentation</li> </ul>	<ul style="list-style-type: none"> <li>Tailor Survey and/or Interview Guides</li> <li>Launch Survey and/or conduct interviews</li> </ul>	<ul style="list-style-type: none"> <li>Review survey and/or interview responses</li> <li>Analyze collected information</li> <li>Write findings and recommendation report</li> </ul>	<ul style="list-style-type: none"> <li>Debrief with Sponsor</li> <li>Craft messaging for sponsor</li> <li>Share results with participants</li> </ul>	<ul style="list-style-type: none"> <li>Determine priorities with leadership</li> <li>Clarify focus areas and next steps</li> </ul>
<b>Client Role</b> 	<ul style="list-style-type: none"> <li>Provide organizational documentation</li> <li>Approve messaging</li> <li>Announce assessment</li> </ul>	<ul style="list-style-type: none"> <li>Complete Survey</li> <li>Participate in interviews</li> </ul>	<ul style="list-style-type: none"> <li>Respond to consultant's clarification questions</li> </ul>	<ul style="list-style-type: none"> <li>Being open to feedback</li> </ul>	<ul style="list-style-type: none"> <li>Active engagement</li> <li>Honest assessment of capacity and capabilities</li> <li>Commitment to taking action</li> </ul>
<b>Outcome</b> 	<ul style="list-style-type: none"> <li>Participant awareness</li> <li>Strengthen background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Increase participant buy-in</li> <li>Insight into perceptions of the portfolio management process and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>Findings and recommendations report</li> <li>Objective assessment of alignment with strategic goals</li> </ul>	<ul style="list-style-type: none"> <li>Greater organizational awareness of strengths and weaknesses</li> <li>Consensus on improvement areas</li> </ul>	<ul style="list-style-type: none"> <li>Documented roadmap to improve strategic portfolio, program or project management</li> </ul>

### Format

A typical assessment can be completed within 3 month and commences with one of our senior consultants gaining understanding of as-is systems and processes, and reviewing representative documentation. Offered virtually or hybrid, leveraging survey and video conferencing tools to collect data, interview key personnel, deliver results, and conduct action planning sessions.

### About Us

Change Essentials LLC team members have extensive experience establishing and running Program Management Offices and have leveraged industry best practices to develop our assessment tools and interview guides. Change Essentials LLC is based in VA and registered as a Woman-Owned Small Business (WOSB).

**DUNS #: 079875780**

Change Essentials has additional service offerings that can be customized and bundled to enhance your organization's ability to implement and sustain transformational change. To learn more, visit [changeessentials.com](https://changeessentials.com)

To speak to a Change Essentials Team Member about your organization's portfolio, program or project management needs, call 703-216-1956 or contact [info@changeessentials.com](mailto:info@changeessentials.com).