



Example of PMO Director Job Description

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Our company is looking to fill the role of PMO director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for PMO director

- Consults with clients and reviews project proposals to determine goals, timeframes, budget, staffing requirements and project constraints
- Champion strong project governance and execution assurance processes
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- Drives the adoption and implementation of project and program management methodologies (Traditional, Agile, Kanban)
- Administers project tracking systems, software, templates and tools
- Directs program and project management staff and works with other department leaders to define, prioritize, and develop programs and projects
- Improves the consistency, predictability and efficiency of the project delivery artifacts
- Creates concise, informative and meaningful management reports to highlight project issues and progress
- Consults with leadership to understand strategic goals and to properly align project resources in support of those objectives
- Responsible for interfacing with sales and the customer to clearly define project scope

Qualifications for PMO director

- Ensure continuous consistency with project strategy and Systems Development Lifecycles (SDLC)
- Work collaboratively with line heads and project leaders to develop high performing teams based on the expertise and contributions of its members,

collaboration and communication, shared responsibility and the co-ordination of work towards a common goal

- Serve as neutral facilitator, communicate openly and timely, horizontally and vertically in order to achieve transparency of project progress and lead to resolve conflicts in good faith
- Apply knowledge of the industry and the competitive environment
- Regularly update internal portfolio systems
- Supervise and develop project managers